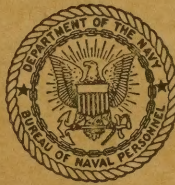


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Chaplain's Manual



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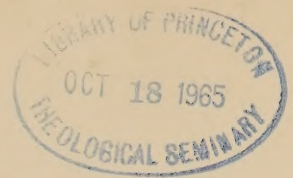
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Chaplains' manual

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Chaplains' Manual



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BUREAU OF NAVAL PERSONNEL CHAPLAINS' MANUAL

Edition 1952

NAVY DEPARTMENT
Bureau of Naval Personnel
Washington 25, D. C., 5 May 1952.

The information and instruction contained in this Manual are for the guidance of chaplains and all persons in naval establishments concerned with chaplains' activities. This Manual has the same force and effect as orders issued by the Chief of Naval Personnel, but it in no way alters or amends any provisions of *Navy Regulations*, *Navy Department General Orders*, *Bureau of Naval Personnel Manual* or *Uniform Code of Military Justice*.

L. T. DU BOSE,
Vice Admiral, U. S. N.,
Chief of Naval Personnel.

A MANUAL FOR CHAPLAINS

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Chapter 1

THE CHAPLAIN CORPS

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SECTION 1100—GENERAL

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1101. OBSERVANCE OF REGULATIONS, ORDERS, AND INSTRUCTIONS

Consult sections 2 and 3, chapter 12, *Navy Regulations*.

1102. NAVY DEPARTMENT PUBLICATIONS

Consult article 1201, *Navy Regulations*, for list and scope of those publications which are prescribed for the guidance of all persons in the Naval Establishment. Consult also chapter 14 of this *Manual*.

1103. UNIFORM CODE OF MILITARY JUSTICE

Consult articles 1-140 *UCMJ*, *Navy Regulations*.

1104. COMMANDING OFFICERS, AUTHORITY OF

(a) *In general*—Consult articles 0701, 0702A, and 1321, *Navy Regulations*. Also, *Manual for Courts-Martial U. S. 1951*, page 454, section 7-c, d and e, which preserve in full the traditional viewpoint of conduct and morals in the U. S. Navy.

(b) The commanding officer is the military and administrative official under whose direction the duties of a chaplain are performed. Consult also chapter 2, section 2600 of this *Manual* for policy and procedure in connection with questions concerning collateral or additional duties.

1105. NAVY DEPARTMENT ORGANIZATION

(a) The business of the Department of the Navy, under the Secretary of the Navy, the Under Secretary, and the Assistant Secretaries of the Navy, is distributed among the following offices and bureaus:

The Office of the Chief of Naval Operations
The Bureau of Yards and Docks
The Bureau of Naval Personnel
The Bureau of Ordnance
The Bureau of Ships
The Bureau of Supplies and Accounts
The Bureau of Medicine and Surgery
The Bureau of Aeronautics
The Office of the Judge Advocate General
The Headquarters of the U. S. Marine Corps
The Headquarters of the U. S. Coast Guard (only in time of war)

(b) The duties of the various offices and bureaus are outlined in articles 0401-0481, *Navy Regulations*.

1106. CHIEF OF CHAPLAINS, CHAPLAINS DIVISION

(a) The Chief of Chaplains, Chaplains Division, develops and executes policies governing the administration and functioning of the Chaplain Corps of the Navy and Naval Reserve; controls the procurement, training, assignment, and equipment of chaplains; maintains records for all Navy Chaplains; advises the Navy on matters of religion; selects chaplains for post-graduate courses; examines applicants for chaplaincy; prepares, promulgates and supports a character-guidance program; edits the *Chaplains' Manual* and quarterly *Navy Chaplains Bulletin*; and maintains liaison with civilian religious groups. (*Bureau of Naval Personnel Manual*, art. A-1131.)

(b) *Chaplains Division Organization*.—The Chief of Chaplains is responsible directly to the Chief of Naval Personnel; and in the Bureau organization is on the same echelon as the Assistant Chiefs of Naval Personnel. The Chaplains Division is organized as follows:

J	Chief of Chaplains
Ja	Chaplain Corps Inspector
J1	Director of Chaplains Division
J1a	Assistant Director

- J1b Assistant for Chaplain Corps Planning
- J11 Ecclesiastical Relations Branch
- J12 Personnel Branch
- J121 Distribution Section
- J122 Reserve Section
- J123 Procurement Section
- J13 Logistics Branch
- J131 Material and Equipment Section
- J132 Special Projects Section
- J14 Training Branch

As indicated in the above structure, the Chaplains Division is divided into four *branches* with appropriate *sections* under each branch. One or more of these billets may be assigned to an individual Chaplain. The billet functions are as follows:

(1) *The Chaplain Corps Inspector.*—The Chaplain Corps inspector visits Naval Shore Establishments as directed by the Chief of Chaplains, and advises with the commands and chaplains regarding religious and moral activities.

(2) *Director of Chaplains Division.*—The Director of the Chaplains Division is the Chief of Chaplains.

(3) *The Assistant Director.*—Formulates and supervises the administration of the Chaplains Division; executes the plans and policies of the Chief of Chaplains; is the acting director in the absence of the Chief of Chaplains; maintains liaison with civilian groups in matters concerning religion and morality.

(4) *Chaplain Corps Planning.*—Develops and coordinates policies and plans for the administration and function of the Chaplain Corps, maintaining liaison with other groups and bureaus of the Navy and Departments of the Armed Forces; revises and keeps current the *Chaplains' Manual*; relates War and Mobilization plans to the Chaplain Corps.

(5) *Ecclesiastical Relations Branch.*—Maintains liaison with representatives of civilian and religious informational media, and with Bureau, Office, and Navy Department Public Information Offices, (including Marine Corps); prepares newsworthy releases concerning the Chaplain Corps and compiles materials for the *Navy Chaplains Bulletin* and Corps history.

(6) *Personnel Branch.*—Generally coordinates with other divisions and with the Chaplain Corps Planning Officer, procurement and distribution of chaplains; takes cognizance, along with Distribution, Reserve and Procurement Heads, of War and Mobilization Plans as they relate to the corps.

(7) *Distribution Section.*—Estimates and recommends distribution of chaplain personnel allowances; recommends distribution of active duty chaplain personnel; and recommends action with reference to their termination of service.

(8) *Reserve Section.*—Recommends appropriate action relative to all matters pertaining to the Chaplain Corps of the United States Naval Reserve.

(9) *Procurement Section.*—Procures chaplains, U. S. Navy and U. S. Naval Reserve, by contacting ecclesiastical endorsing agencies, seminaries, church conferences, etc.; maintains liaison with the Recruiting Division, Bureau of Naval Personnel; develops informational literature for procurement and acts as technical advisor in the making of procurement motion pictures.

(10) *Logistics Branch.*—Prepares budget requests, evaluates and recommends equipment and supplies necessary for the functioning of the Chaplain Corps; coordinates programs of chapel construction, conversion and disposition; takes cognizance of War and Mobilization Plans.

(11) *Material and Equipment Section.*—Prepares procurement and distribution requests for consumable and nonconsumable ecclesiastical supplies, and chapels and equipment; collects information for budget preparation and maintains the budgetary accounting systems.

(12) *Special Projects Section.*—Procures, develops and coordinates audio-visual materials and nonprojected aids to supplement training, field, and character-guidance programs.

(13) *Training Branch.*—Establishes standards, formulates curricula, supervises and conducts training for chaplains and makes recommendations regarding correspondence courses, within the framework of the established programs of the corps.

SECTION 1200—THE CHAPLAIN CORPS

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1201. ADMINISTRATION OF THE CHAPLAIN CORPS

(a) The Chaplain Corps is administered by the Chaplains Division of the Bureau of Naval Personnel. The Chief of Naval Personnel assigns officers of the Chaplain Corps to billets and duty stations. (See *Bureau of Naval Personnel Manual*, A-1132 and C-12101.)

(b) The authorized ratio of chaplains specified in Public Law 381, Section 420, approved 7 August 1947, is one chaplain to each 800 personnel.

(c) The proportional distribution, in grades, of officers of the Staff Corps of the Navy (with certain individual corps variations) follows the proportional distribution of line officers. (See sec. 103 (a) P. L. 381.)

1202. PRECEDENCE AND AUTHORITY

Consult article 1303, *Navy Regulations* and the *Navy Register* for precedence, and articles 1316-1319, *Navy Regulations*, for authority.

1203. TITLE

Chaplains are addressed in oral or written communications in accordance with article 1312, *Navy Regulations*, except that custom has established the practice of addressing chaplains as "Chaplain" regardless of rank.

1204. RIGHT TO COMMUNICATE WITH COMMANDING OFFICER

Consult article 1244, *Navy Regulations*.

1205. PLACE IN ORGANIZATION

(a) The chaplain is the officer of the Chaplain Corps detailed by the Chief of Naval Personnel to provide a religious ministry, under the commanding officer,

which will enable personnel of the Naval Establishment to fulfill their religious obligations. He is detailed to duty directly under the Executive Officer, or, as appropriate, the Chief of Staff. (See *Navy Regulations*, art. 0807).

As an advisor to the Commanding Officer on moral and religious matters, the Chaplain is one of the key officers in promoting the moral, spiritual and religious welfare of personnel.

(b) The senior chaplain is responsible, under the executive officer or chief of staff, for the religious program, and for full participation of the chaplains in the morality program of the command. He directs, supervises, and coordinates the work of all other chaplains within the command in support of these programs.

SECTION 1300—APPOINTMENTS

	Paragraphs
Regulations governing appointments-----	1301
Qualifications for appointment as chaplain-----	1302
Application-----	1303

1301. REGULATIONS GOVERNING APPOINTMENTS

Consult articles 1275 and 1276, *Navy Regulations*. See also *Bureau of Naval Personnel Manual*, C-1103 (7).

1302. QUALIFICATIONS FOR APPOINTMENT AS CHAPLAIN

(a) *Professional*—A candidate must:

- (1) Be a citizen of the United States.
- (2) Be a fully ordained clergyman in the church he represents and be in the active ministry.
- (3) Be not less than 21 nor more than 35 years of age at the time of appointment in the Regular Navy; and not less than 21 nor more than 48 in the Naval Reserve. (See H-2107, (1) *Bureau of Naval Personnel Manual*.)
- (4) Be nominated and endorsed by the official authorities of his denomination.
- (5) Must have acquired a baccalaureate degree from, or have earned at least 120 semester hours at, an approved college or university, and 90 additional hours of graduate theological work at an approved institution. Duplication of credits for semester hours of work is not accepted. The 90 semester hours of theological work must be in addition to the 120 hours of college work.

(b) *Physical*—Candidates for commission and appointment as chaplains in the Regular Navy and Naval Reserve will be examined in accordance with the requirements of the Bureau of Medicine and Surgery at local offices of Naval Officer Procurement.

1303. APPLICATION

(a) Application blanks are available at local offices

of Naval Officer Procurement in the naval district in which the applicant resides. The office will indicate what additional papers, recommendations, etc., are required; it will also arrange for the physical examination, process the application, and forward it to the Navy Department for decision. When the papers are returned by the Navy Department, the applicant will be informed of the action taken by the Office of Naval Officer Procurement.

(b) An applicant for an appointment in the Regular Navy should never resign or otherwise separate himself from his professional offices as a civilian until he is assured by receipt of notice that he is qualified physically and professionally and is to receive an appointment.

(c) Each applicant is responsible for initiating the action which will supply the necessary ecclesiastical approval and endorsement of his application by the proper denominational representative. This endorsement is forwarded by the representative direct to the Navy Department.

- (1) An endorsement certifies that the endorsee is an accredited and ordained minister, priest, or rabbi, in effective relationship with the endorsing religious body.
- (2) It is, further, the recommendation of an endorsee by his religious body to serve as a chaplain in the Naval Establishment.
- (3) An endorsement given to the regular Naval Establishment is effective until rescinded. Endorsements for members of the Naval Reserve are furnished before the endorsees are ordered to active duty.
- (4) The withdrawal of an endorsement by an endorsing body cancels the authorization or approval for the endorsee to represent further that body as a Navy Chaplain.

SECTION 1400—PROMOTIONS

Public Law 381, 80th Congress. See *Navy Chaplain*, p. 186 ff., for statement based on P. L. 381. This statement does not include amendments by subsequent public laws, such as P. L. 570, 81st Congress, June 23, 1950 setting the service in grade, or total commissioned service, of chaplains in grade of rear admiral (along with certain other Staff Corps officers of that grade) to 7

years, or 35 years, respectively, before retirement—all within the statutory age of 62; and P. L. 67, 82nd Congress, June 30, 1951, authorizing the President to suspend operation of Title III, section 301, P. L. 381, (relating to all officers in the grades of Lieutenant (jg) and Lieutenants) to meet the needs of the service.

SECTION 1500—RETIREMENTS

Basic instructions regarding retirement are contained in the *Bureau of Naval Personnel Manual*, part C, chapter 10. General information pertaining to the

administrative procedures in connection with retirements is published periodically in Bureau of Naval Personnel Circular Letters.

SECTION 1600—THE NAVAL RESERVE (CHAPLAIN CORPS)

The Naval Reserve.....	Paragraphs 1601
Naval Reserve Chaplain Corps Program.....	1602

1601. THE NAVAL RESERVE (Inactive)

Instructions relating to the inactive Naval Reserve are contained in part H, *Bureau of Naval Personnel Manual*. See also Naval Reserve Multiple Address Letter, 10-51 of 12 September 1951, (Naval Reserve non-disability retirement).

1602. RESERVE CHAPLAIN CORPS PROGRAM

Chaplain Corps personnel associated with Organized Reserve units will be administered in the same manner as other personnel associated with the Organized Reserves. All other Chaplain Corps personnel will be administered through commanding officers of volunteer units if they are members of such units, and directly by the Commandant if they are not. See NRMAL 13-48, corrected 31 December 1948.

(a) *Mission*.—It shall be the mission of the Reserve Program of the Chaplain Corps to provide a pool of Reserve Officers who are ordained clergymen qualified to represent their respective denominations in the Naval Reserve and available for mobilization in the event of an emergency or a major war effort. It shall also be the mission of the Reserve Program of the Chaplain Corps to provide a pool of enlisted personnel, qualified in music and office practice, available for assignment to chaplains' offices in the event of mobilization for an emergency or a major war effort.

(b) *Size*.—The Reserve Component of the Chaplain Corps shall be adequate in size for potential expansion to meet the religious needs of all personnel of the Navy, Marine Corps, and Coast Guard, that may be mobilized for an emergency or a major war effort. From it shall be drawn the professionally qualified personnel to fill the billets created by mobilization which cannot be filled by the Regular Corps.

(c) *Composition*.—The Reserve Component of the Chaplain Corps shall consist of officers, ChC, USNR; and enlisted personnel of the Personnelman W (PNW) rating and V-6 USNR. Personnel enrolled in the Reserve Component of the Chaplain Corps shall be assigned to the Volunteer Reserve.

(d) *Organization*.—Personnel of the Reserve Component of the Chaplain Corps interested in training on a volunteer basis may, with the approval of the commanding officer and the district commandant (district chaplain), associate themselves with organized units, and when so associated will follow the same general organization plans as for the Organized Reserve. Volunteer units composed entirely of officers of the Reserve Component of the Chaplain Corps may be formed by the Commandant. (*Bureau of Naval Personnel Manual* H-1302 and 1307.)

(e) *Administration*.—The administration of the Reserve program of the Chaplain Corps shall take full cognizance of the fact that due to its being a specialized professional corps, many of its needs are distinctive unto itself and are not generally applicable to other Naval Reserve Programs. (NRMAL 13-48, corrected 31 December 1948.)

The district chaplain of each district staff will be given additional duties as assistant to the District Director of Naval Reserve and District Director of Training, coordinating the administration and training of the personnel of the Reserve component of the Chaplain Corps.

(f) *Promotion*.—The promotion of Naval Reserve Chaplains is in accordance with Naval Reserve Multiple Address Letter 11-51 of 12 September 1951.

(g) *Non-disability Retirement*.—Reserve Chaplains may receive longevity retirements as outlined in Naval Reserve Multiple Address Letter, 10-51 of 12 September 1951. See also P. L. 810, title III, 80th Congress, as amended.

SECTION 1700—LEAVE

Regulations and policy-----	Paragraphs 1701
Authorized absence for professional reasons-----	1702

1701. REGULATIONS AND POLICY

Regulations governing leave are based on the provisions of the Armed Forces Leave Act of 1946. Consult the *Bureau of Naval Personnel Manual*, part C, chapter 6, for detailed instructions and policy concerning leave.

1702. AUTHORIZED ABSENCE FOR PROFESSIONAL REASONS

(a) Attendance at a yearly denominational conference or an annual religious retreat may be accomplished, with the approval of the Commanding Officer, either in a duty status with Temporary Additional Duty orders at no expense to the government or on a regular leave basis.

(b) For attendance in a duty status, request for TAD orders must be submitted via the Commanding Officer or Chief of Staff to the appropriate Senior Commander or Commandant.

(c) Attendance at such conferences and retreats contributes to the professional training and the denominational morale of the chaplains concerned. For these reasons, the Navy Department will authorize TAD or-

ders at no expense to the government to attend these particular religious functions. However, the Navy Department issues regular TAD orders only when the officers directly represent official interests of the Navy (BuPers-BuSanda Joint letter NDB 51-814, 30 November 1951.)

(d) Sample Form for Request.—EN4/P16-4

Date-----

From: Rank Your name File No. ChC, USN.
 To: Commandant, ----- District (or Senior
 Commander).
 Via: Commanding Officer (or Chief of Staff)
 Subj: Temporary additional duty orders at no expense to
 the Government, request for
 Ref: (a) BuPers-BuSanda Joint Letter NDB 51-814, 30
 November 1951

1. It is requested that temporary additional duty orders at no expense to the Government be issued to me to attend the ----- from ----- to -----, meeting at ----- (location). (Here include the purpose and sponsors of the meeting and the significance of your attendance.)

2. The expense in connection with attendance will be borne by me (or the sponsoring body.)

Your name only, in full,
 Typed in capitals below signature.

SECTION 1800—CHAPLAIN'S ASSISTANTS

Chaplain's Assistants and Personnel Men-----	Paragraphs 1801
Musicians -----	1802

1801. CHAPLAIN'S ASSISTANTS AND PERSONNEL MEN

(a) The Navy job skills of enlisted personnel are described in the *Manual of Enlisted Navy Job Classifications* (NavPers 15105 revised). It includes the job skills of Personnel Men and Chaplain's Assistants, pages 89 and 91. Chaplains should familiarize themselves with the job classification system described in this *Manual*. The *Manual of Qualifications for Advancement in Rating* (NavPers 18068) outlines in detail the practical factors and examination subjects for Personnel Men and Chaplain's Assistants, pages V-30 to V-38.

(b) The assignment of qualified personnel to serve

as Chaplain's Assistants is made by the Executive Officer.

(c) The assignment of Emergency Service Chaplain's Assistants (PNW) in time of war or national emergency depends on the establishment of billets for this rating in the authorized complements of naval activities. Chaplains are reminded that requests for changes in complement and requests for personnel to fill existing billet vacancies in the authorized complement must be originated by the commanding officer and forwarded through official channels.

1802. MUSICIANS

Instrumentalists and vocalists attached to the crew or the ship's company can usually be persuaded to contribute their services on a volunteer basis for divine services and for other religious or special ceremonies. See also section 4405 of this *Manual*.

Chapter 2

DUTIES OF CHAPLAINS

Sec.

2100. OFFICIAL DUTIES
2200. MILITARY DUTIES
2300. RELIGIOUS DUTIES
2400. CHARACTER GUIDANCE PROGRAM DUTIES

Sec.

2500. HOSPITAL DUTIES
2600. COLLATERAL DUTIES
2700. CLERICAL AMENITIES

SECTION 2100—OFFICIAL DUTIES

	Paragraphs
Duties of Fleet Chaplains.....	2101
Duties of District Chaplains.....	2102
Duties of Chaplains.....	2103
Duties of Senior Chaplains.....	2104

2101. DUTIES OF FLEET AND FORCE CHAPLAINS

They shall perform those duties which are assigned in the *Bureau of Naval Personnel Manual C-12203*, including supervision of the character-guidance program and the use of character-guidance materials. See also *Chaplains' Manual 2103*.

2102. DUTIES OF DISTRICT CHAPLAINS

They shall advise and inform the Commandant in matters pertaining to divine services, religious activities and interests, and personnel of the Chaplain Corps on duty in the District.

They shall perform those duties which are assigned in the *Bureau of Naval Personnel Manual C-12204*, including supervision of the character-guidance program and the use of character-guidance materials. See also *Chaplains' Manual 2103*.

They shall provide for the needs of naval personnel and their dependents in line with the duties of the chaplains, including maintenance of close liaison with the American Red Cross, the Navy Relief Society, and other kindred welfare organizations.

They shall establish and promote cooperative relationships with religious and welfare organizations in the interest of Naval personnel.

The District Chaplain, under the direction of the Commandant, visits and inspects chaplains and their work in all naval activities over which the Commandant exercises *military command*. (General Order No. 19, par. 4 (c) (*Military control*)).

The functions of the Commandant are interpreted to include the coordination of the religious and moral

matters within the district, as well as inspection of district religious and moral matters. (G. O. 19, 6 (b) (9) and (20).)

Through the Commandant, the District Chaplain is a representative of the Secretary of the Navy and Chief of Naval Operations in "all matters pertaining to maintenance of high standards of naval performance . . ." of chaplains, and as directed by the Commandant, may *advise with and coordinate* the work of chaplains in all naval activities within the geographical boundaries of the particular district. (See G. O. 19, par. 6 (a) and 6 (b) (20). (*Coordination control*)).

The concern of the District Chaplain includes "general welfare, and other matters which have a direct bearing upon the discipline and morale of the U. S. Navy, or its relations with the public." The authority of the Commandant is exercised in regard to these matters toward the end that the standards prescribed shall be maintained by all naval activities within his district. (G. O. 19, par. 6, (b) (9).)

The Bureau of Naval Personnel through its orders assigning District Chaplains to the staffs of District Commandants, thereby assigns to the Commandant the technical control of effective and efficient work of Navy Chaplains within the District. (*Bureau of Naval Personnel Manual C-12204*). (*Technical control*.—G. O. 19, 4 (g).) (Commandant MarCorps ltr. dated 2 Aug 1948, file MC-1029674, Inspection of Post Chaplains' Activities.)

2103. DUTIES OF CHAPLAINS

As prescribed by *Navy Regulations 0807* and the *Bureau of Naval Personnel Manual C-12202*, C-12205, a Chaplain shall:

(a) Perform divine service in his own command when prescribed by the commanding officer.

(b) Perform divine service for other commands when directed by the senior officer present.

(c) Facilitate performance of divine service by clergymen of churches other than his own as directed by his commanding officer.

(d) Form voluntary classes for religious instruction as directed by the commanding officer.

(e) Supervise instruction of those deficient in elementary subjects, reporting quarterly in writing to his commanding officer on the character, hours, and progress of instruction given each individual so instructed.

(f) Visit the sick daily or oftener unless their condition renders these visits inadvisable.

(g) At quarters, report to his battle station as directed by the commanding officer, who shall assign the chaplain a station whereat he may attend the wounded.

(h) At daily quarters, report his presence aboard to the executive officer.

(i) Report annually to the Secretary of the Navy (via official channels), as required by section 1398 of the Revised Statutes, all official services performed by him.

(k) Call at the homes of men whose families reside in the vicinity of the ship in cases of sickness, death, or other emergency. In addition to the emergency calls, he shall make such calls on families when occasions offer as he may deem desirable for the development of

a sense of interest by the command in the welfare of the men and their families.

(l) Report to the Chief of Naval Personnel all marriages, funerals, and baptisms at which he officiates, giving names, dates, and places.

(m) Visit the brig at regular intervals.

2104. DUTIES OF SENIOR CHAPLAINS

(a) The senior chaplain in a command is responsible, under the Executive Officer or Chief of Staff, for directing, supervising, and coordinating the work of all chaplains within the Command in support of the Command's religious and morality programs. Navy Regulations provide that each chaplain shall conduct public worship according to the manner and form of his own church.

(b) In planning such a religious program the senior chaplain will be in constant consultation with the next junior chaplain of another faith.

(c) Senior chaplains should, whenever practicable, place administrative and supervisory responsibilities on the next junior chaplain for stated periods, in order that he may gain experience in such work against the time when said chaplain will assume administrative duty.

SECTION 2200—MILITARY DUTIES

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2201. STATUS OF CHAPLAIN AS AN OFFICER

Consult articles 1301, 1302, 1303, 1312, *Navy Regulations*.

2202. EXTENT OF CHAPLAIN'S AUTHORITY

Commissioned officers of the Navy are divided into two major groups: officers of the line and officers of the staff. Chaplains are officers of the staff and they share with all officers the responsibility of helping to maintain the Navy's materiel and personnel in a state of efficient readiness. They share with all officers certain duties, rights, and privileges under the law and as enumerated in *Navy Regulations*. Consult articles 1317, 1321, 1330, 1331, and 1332 of *Navy Regulations*.

2203. BEARING OF ARMS

(a) Chaplains are accorded the status of noncombatants under article 9 of the Geneva Convention which prescribes, in part, as follows:

The personnel charged exclusively with the removal, transportation, and treatment of the wounded and sick . . . and the chaplains attached to armies, shall be respected and protected under all circum-

stances. If they fall into the hands of the enemy, they shall not be treated as prisoners.

(b) The Hague Convention of 18 October 1907, for the adaption of the principles of the Geneva Convention of 6 July 1906 to maritime warfare, provides as follows:

ARTICLE 10. *The religious, medical, and hospital staff of any captured ship is inviolable and its members cannot be made prisoners of war. On leaving the ship, they take with them the objects and surgical instruments which are their own private property.*

(c) The bearing of arms by an individual chaplain may easily be used by the enemy as an excuse for treating all chaplains as combatants and taking from them privileges accorded under the above articles. It is the desire of the Navy Department that all chaplains, as ministers of religion, maintain their noncombatant status (*Navy Regulations*: art. 1355.)

(d) The above Navy regulation precludes chaplains serving on Coding Boards since such duty is regarded as combatant duty (JAG decision in *Court Martial Orders* 1916-1937, Volume 1, page 243.)

(e) In compliance with article 21 of the Geneva Conference, all personnel of the Chaplain Corps have stamped on their identification cards a red cross of appropriate size. (*Bureau of Naval Personnel Manual* B-2103, (3).) See also Bureau of Naval Personnel Circular Letter No. 31-52 dated 25 February 1952.

2204. WEARING OF THE UNIFORM

Chaplain must take particular care and pride in the uniform—its neatness, cleanliness and correctness—at all times. A chaplain must give not only moral leadership but leadership in appearance as well. Food spots, frayed shirt cuffs, and unshined shoes make unfavorable impressions, even though the chaplain may be a man of moral integrity and have unusual spiritual qualities.

The following articles of *Navy Uniform Regulations*, 1947 (NavPers 15665) are quoted in their entirety for information and guidance.

1-1. General:

(a) The uniform, with its various insignia and devices, is designed primarily to indicate on sight those belonging to the naval service; to show at a glance their rank, corps, or rating, and hence the authority and responsibility imposed by law upon those wearing it.

(b) Naval personnel shall at all times wear the uniform of their respective grades, as prescribed by the senior officer present, except as otherwise designated herein.

(c) The wearing of the naval uniform should be a matter of personal pride to all naval personnel.

(d) Uniforms shall be kept scrupulously clean with lace, devices, and insignia bright and free from tarnish and corrosion.

(e) Clothes and equipment shall be made of high-grade material.

(f) All naval personnel shall provide themselves with an adequate supply of the correct uniform as prescribed by these regulations and are forbidden to possess or wear any other than the regulation uniform or insignia of their respective rank, corps, or rating, or any decorations, medals, badges, or their ribbons in any other way than hereinafter prescribed.

(g) It shall be the duty of those intrusted with authority to enforce these regulations.

1-2. *Church vestments, wearing of.*—Chaplain may wear the vestments of the church to which they belong on occasions requiring them. When taking part in church services naval personnel may wear the vestments of the church.

1-3. *Civilian clothing.*—Civilian clothes may be worn by all officers and enlisted personnel, in conformance with the following regulations, within the Western Hemisphere, including Greenland, and in United States possessions outside the Western Hemisphere. At the discretion of the senior officer present, the privilege of wearing civilian clothes may be suspended to meet local conditions. If the laws of the country prohibit the wearing of foreign uniforms, civilian clothing only shall be worn.

(a) *Officers.*—Officers are permitted to have civilian clothing in their possession aboard ship and at naval activities ashore. They may wear such clothing while leaving or returning to their ships or stations, while awaiting transportation after permission to leave the

ship has been given, while on authorized leave of absence, liberty, or in an off-duty status on shore. Male officers under instruction at civilian educational institutions and in civilian industrial establishments may wear civilian clothes at all times. Medical and dental officers assigned to duty with the Veterans' Administration shall wear civilian clothes at all times while performing such duty.

(b) *Enlisted personnel.*—Enlisted personnel are not permitted to have civilian clothing in their possession aboard ship but may be permitted to have such clothing in their possession at naval activities ashore when specifically authorized by the commanding officer. They may wear civilian clothes while on authorized leave of absence and liberty, and may wear them to and from shore activities where such is permitted.

(c) *Civilian clothing prescribed for military reasons.*—The possession and wearing of civilian clothing by either officers or enlisted personnel may be prescribed for military reasons by commanding officers, who shall be guided by general and specific directives of higher authority.

(d) Mexico:

(1) Official visits to the interior, as well as to border towns, shall be made in uniform.

(2) Unofficial visits to the interior shall be made only in civilian clothes.

(3) Unofficial visits to border towns may be made in uniform or civilian clothes.

(e) *Wearing of articles of uniform with civilian clothing.*—No part of the prescribed uniform or equipment shall be worn at the same time that civilian clothes are worn, except articles which do not present a distinct naval appearance, such as raincoats, shoes, socks, gloves, linen, and underwear.

1-9. *Mourning badges.*—Mourning badges shall be of black crepe, 3 inches wide and worn on the left arm of the outer coat, halfway between the shoulder and elbow. They shall be worn while serving as honorary pallbearer at a military funeral, and at such other times as prescribed by competent authority.

(Copies of *Uniform Regulations* for personal use may be obtained from the Superintendent of Documents, Washington 25, D. C., Price 75 cents.)

2205. DISCIPLINE AND COURTS-MARTIAL

(a) Discipline is a responsibility of the commanding officer.

(b) All officers on active duty are eligible to serve on Courts-Martial. (UCMJ article 25 (a).) However, because of the nature of their profession and duties, chaplains are usually not appointed as members of Courts-Martial. In disciplinary cases a chaplain may best serve by confining himself to his professional function as a religious counsellor and advisor.

2206. MORALE

Consult *Bureau of Naval Personnel Manual*, part C, chapter 9, section 1.

SECTION 2300—RELIGIOUS DUTIES

	Paragraphs
The Chaplain as a Clergyman.....	2301
Personal readiness.....	2302
Denominational relationships.....	2303
Fees, gratuities, and honoraria.....	2304

2301. THE CHAPLAIN AS A CLERGYMAN

The chaplain is in the Navy as a clergyman of his particular religious faith, and the Navy expects him to continue his ministry and religious stewardship in the spirit and tenets of the church in which he is ordained.

The chaplain carries the responsibility of setting an example. In particular, he is more than the exemplar of religious living; he is the ship's leader in the performance of divine worship; the sacerdotal intermediary at times when men consecrate their lives or renew their pledges to God through the media of sacraments; the one who helps to keep the fire of faith aglow when men's troubles and perplexities are about to extinguish the flame; and pastor of ship's company, ministering in the name of his and their God.

2302. PERSONAL READINESS

(a) Among his professional duties must be included the chaplain's personal readiness, a general term covering his spiritual, mental, and physical readiness. He must tap the powers of the spiritual life in meditation and prayer for repeated renewal of consecration and faith. In trying to put faith and love into the hearts of men, he must have the faith and love of which he speaks. He must develop and preserve a sound body and a sound mind.

(b) District and fleet chaplains should endeavor to stimulate interest in professional subjects by holding meetings of chaplains for the discussion of professional subjects. Chaplains should be encouraged to attend such religious gatherings as may be promoted by their respective denominations or by the district and fleet chaplains.

(c) When circumstances permit, and upon the recommendation of the commanding officer, the Chief of Naval Personnel will approve requests to be absent from ship or station in a duty status to attend church conferences, retreats, and other religious gatherings. Such absences for professional reasons do not count as leave, but all travel must be at no expense to the Government. Requests should be forwarded via official channels. Consult section 1700 of this *Manual* for sample letter illustrating correspondence form for this type of request.

2303. DENOMINATIONAL RELATIONSHIPS

(a) The chaplain's responsibility to the Navy does not lessen his loyalty to his religious group. The close relationship with his church is not only of advantage to the chaplain himself but also to the Navy. By it he keeps his church informed and interested in his work in the Navy, and in the Naval Service as a whole.

(b) Chaplains are urged to forward pertinent news items and human interest stories to the Chief of Chaplains (Ecclesiastical Relations Branch.) This information will be of value for dissemination to appropriate church and religious publications. It will also serve as a chronological commentary of recorded incidents and duties, to be used in the compilation of any future history of the Navy Chaplain Corps.

(c) It is anticipated that the chaplain will establish contact with the senior official of his church in the port where the ship may be, or the senior official of the area in which a naval shore station is located. Courtesy would indicate calls on leaders of other religious groups. This would give possible needed contacts in making provision for meeting the religious needs of men of other faiths. (See *Chaplains' Manual* 2304 (c) and 4702 (e).)

2304. FEES, GRATUITIES, AND HONORARIA

(a) "All naval personnel on active duty are in a twenty-four hour daily duty status, and their naval duties shall at all times have first call upon their time, talents, and attention." (*Bureau of Naval Personnel Manual C-11101*), (2).

Any person on active duty participating in activities outside the naval establishment should weigh carefully the possibility of any present or future conflict between his official duties and his civil activities.

The ultimate decision whether or not a chaplain undertakes any outside engagements, with or without honoraria, rests fundamentally with the chaplain, based on the criteria of personal dignity, good taste, and the best interests of the Navy.

(b) A chaplain in the United States Navy on active duty should not accept under ordinary circumstances a stipend for baptisms, marriages, or funerals of naval personnel.

(c) Civilian priests or ministers invited to serve naval activities on Sunday should not have to solicit collections for their services. They should be reimbursed, and the usual minimum stipend is ten dollars. See *Navy Department Bulletin* 49-319, January-June 1949, Navy Recreation Funds, paragraph 8 (b) (15).

SECTION 2400—CHARACTER GUIDANCE DUTIES

	Paragraphs
Policy in general.....	2401
Program source material.....	2402

2401. POLICY IN GENERAL

The Navy's concern for the welfare of its personnel is set forth in *Navy Regulations*, article 0709, which

directs the Command to use all proper means to "preserve the moral and spiritual well-being of the personnel under his command."

The chaplain, who holds the key position in assisting the Commanding Officer in this objective, has a vital mission to help strengthen the moral fiber of service personnel. The objective of this mission is being accomplished through the Character Guidance and Morality Programs within the Naval Establishment. All chaplains should be fully informed of the following directives which have been issued to broaden and strengthen this field of endeavor:

(1) BuPers-MarCorps-BuMed joint letter of 1 February 1951 (NDB 51-113 of 15 February 1951).

(2) BuPers-MarCorps Joint Letter of 24 October 1951; NDB 31 October 1951, 51-750.

2402. PROGRAM SOURCE MATERIAL

In support of the character guidance program, the Chaplain's Division of the Bureau of Naval Personnel has provided the following materials for use by the chaplain:

(1) Character Guidance Discussion Topics—"Duty-Honor-Country," consisting of six pamphlets with ten lectures in each pamphlet.

(2) Audio-Visual Aids.—

a. Set of six *Chaplains Visual Presentations* covering the following subjects: Religion, Moral Principles, Citizenship, Sex Education, Marriage, and Responsibility.

b. Posters distributed at intervals to quicken the interest in religious services.

c. Films:

1. Commercial religious and morality films.

2. A series of short films dramatizing decency entitled "For Which We Stand" (MN 5321). These include:

"Men of the World" (MN 5321a) (Conduct ashore)

"To Be Held in Honor" (MN 5321c) (Continence)

"Let's Get It Straight" (MN 5321b) (Moderation)

"Pulling Your Weight" (MN 5321e) (Adjustment to group living)

"A Faith that Works" (MN 5321f) (Religion in the Navy)

"You Think It's Luck." (Gambling). (MN 5321g)

d. Transcriptions:

(1) Complete recorded services for activities without chaplains or without accompanists for audience participation.

(2) Mechanical Aids for Chaplains which include: Public Address Systems, Record Players, and Tape Recorders.

Additional program resources are continuously in production. Information on the availability of the above listed materials can be obtained from supervisory chaplains or from the Special Projects Section, Chaplains Division.

SECTION 2500—HOSPITAL DUTIES

	Paragraphs
General.....	2501
Religious services.....	2502
Pastoral.....	2503
Office interviews.....	2504
Correspondence.....	2505
Religious literature.....	2506
Readjustment to home and church life.....	2507
Work schedule.....	2508

2501. GENERAL

The importance of the service of a chaplain to patients in hospitals is second only to the service a chaplain renders to personnel in time of battle. Some of those in the hospital will be men who were wounded in action. Although the chaplain's work in the hospital is not as dramatic as his service with personnel in battle, it is necessary that he bring to the patients the same zeal and concern which he gives to men when in action. The duties outlined in the following paragraphs reflect the views of the Bureau of Naval Personnel (Chaplains Division) and the Bureau of Medicine and Surgery. They are presented for the guidance of all concerned.

2502. RELIGIOUS SERVICES

As approved by the Commanding Officer, religious services should be held each week for the benefit of

both patients and staff personnel; if practicable, daily services should be scheduled. A midweek prayer service is often desirable. Daily Catholic Mass is presumed when a Catholic chaplain is assigned to the command. See also section 4700, of this *Manual*.

2503. PASTORAL

One of the most important duties of the hospital chaplain is ward visitation. A chaplain should call upon each ward daily, and, if possible, visit each bed patient. It is always a courteous and helpful procedure to consult with the ward doctor or nurse before visiting the ward.

Second in importance to the care of patients is the service which the chaplain may render in meeting and assisting their next of kin. For further discussion of hospital work see chapter 2, page 34, *Navy Chaplain*.

2504. OFFICE INTERVIEWS

Office interviews are important; however, the chaplain must be sure that the amount of time given to office interviews does not encroach upon the time needed to serve ward patients adequately. The advantages of the office interview is that it provides a privacy which does not always exist in a ward interview.

2505. CORRESPONDENCE

Correspondence with relatives and friends of patients is an important phase of the hospital chaplain's duty. The chaplain must avoid discussing in such correspondence medical aspects of the treatment and case. When specific medical information is requested, the prepared reply must invariably be cleared with the medical officer concerned, and the first carbon copy initialed by him. A file of all such correspondence must be kept for reference and for the benefit of succeeding chaplains. (See *Bureau of Naval Personnel Manual C-9802.*)

2506. RELIGIOUS LITERATURE

Religious literature supplied by civilian agencies should be scrutinized by the chaplain and selected with care for distribution to insure that it is helpful and inspirational. The patient is apt to become depressed or apprehensive, and react in an unfavorable manner to some types of literature. Wherever possible, it is helpful to give the patient literature published by his own denomination.

2507. READJUSTMENT TO HOME AND CHURCH LIFE

In addition to the foregoing duties, the chaplain should, whenever possible, interview all patients prior to discharge from the service. The purpose of this interview is to afford the patient an opportunity to seek advice and counsel from the chaplain regarding readjustment to family and church life. The inter-

view should be held several days prior to the date of discharge. It is recognized that the chaplains will see patients many times during their stay in a hospital preliminary to the final routine ending in actual discharge. Nevertheless, it is important that a final pre-discharge interview be held in which the chaplain gives his last words of advice and counsel to departing personnel and asks if there is any further service he may render. It is suggested that letters be sent to the next of kin and to the pastor of the dischargée, provided the patient consents to such letters being forwarded by the chaplains. Such letters should, whenever practicable, be signed respectively by the Catholic, Protestant, or Jewish chaplain as may be appropriate. The letters should be mailed after the dischargée's departure. If time and staff permit, each letter should be original, rather than mimeographed, so that the whole procedure will be kept as personal as possible.

2508. WORK SCHEDULE

The success of a hospital chaplain in the performance of his duties depends largely upon a proper budgeting of his time between formal religious duties, ward visits, and office interviews, based upon a preliminary survey of the particular hospital. Following such a study, it is necessary that the chaplain prepare and abide by his schedule, which, on a daily basis, provides a proper amount of time and definite hours for calling in the wards and for other duties.

SECTION 2600—COLLATERAL OR ADDITIONAL DUTIES

Policy in general.....	Paragraphs 2601
Questions of time and conscience.....	2602

2601. POLICY REGARDING COLLATERAL OR ADDITIONAL DUTIES OF CHAPLAINS

(a) The general professional duties of Navy chaplains are set forth in article 0807, *Navy Regulations*; and *Bureau of Naval Personnel Manual*, part C, chapter 12.

(b) Paragraph 6 of Joint BuPers-MarCorps letters of 24 October 1951; NDB 31 October 1951, 51-750, reads as follows:

"As a specialist in the field of religious guidance and as an advisor to the Commanding Officer on moral matters, the chaplain is one of the key officers in promoting the moral, spiritual, and religious welfare of personnel. District, Fleet, and Force chaplains are available to assist commands to which chaplains are not assigned and to advise, counsel, and offer suggestions to unit chaplains concerning their work."

(c) In order not to jeopardize the effectiveness of a chaplain in the performance of his primary mission, it

is anticipated that he will not be assigned or be available to serve as treasurer, or otherwise be responsible for the handling of any monies, official or unofficial, except to act as custodian of a chapel fund, '

2602. QUESTIONS OF TIME AND CONSCIENCE

(a) Should a rare occasion arise in which the Chaplain considers that a particular collateral duty assignment involves action in violation of his conscience, he should frankly discuss the matter with his commanding officer and request release from such assignment. In addition, with the approval of the commanding officer, it may be desirable and helpful to discuss the matter with the Fleet, Force or District Chaplain. If it is not possible to confer with the Fleet, Force or District Chaplain, the chaplain concerned may state his case in writing, to the Chief of Naval Personnel, via official channels.

(b) In the event that none of the procedures are practicable, see *Navy Regulations*, article 1242, for further guidance.

SECTION 2700—CLERICAL AMENITIES

General.....	Paragraphs 2701
Reception extended to other Chaplains and Civilian Clergy.....	2702

Relieving another Chaplain.....	Paragraphs 2703
Upon being relieved.....	2704

2701. GENERAL

In addition to the official duties and specific directives set forth in this chapter, there are certain clerical amenities which should be meticulously observed. Their observance is not only a matter of professional ethics but reveals a certain mark of personal graciousness that is necessary to any successful ministry. No complete list of the various amenities and courtesies expected of a chaplain can be spelled out here, but certain observances, based on the experience of other chaplains, have proved appropriate and successful.

2702. RECEPTION EXTENDED TO OTHER CHAPLAINS AND CIVILIAN CLERGY

(a) The Chaplain should make certain that all visiting chaplains and clergy are met when coming on board and extended appropriate courtesies. He should insure that the Commanding Officer and the Executive Officer are advised of the anticipated visits of important church officials and other dignitaries.

(b) When the chaplain or clergyman of another faith is coming to conduct church services, verify and check on all church arrangements.

(c) With the approval of the Commanding Officer, extend invitations to church officials to visit ship and station not only for social occasions, but to observe and participate in the religious services.

2703. RELIEVING ANOTHER CHAPLAIN

Upon receiving orders to a new duty, the chaplain should immediately communicate with the chaplain whom he is relieving, giving: date of his detachment; leave address; mode of travel to new duty station; number in family; temporary living accommodations that may be needed; and the appropriate date of his arrival.

2704. UPON BEING RELIEVED

(a) Upon notification of orders and prior to your relief's arrival, communicate any information that might be helpful to him and his family, and offer any on-the-spot assistance.

(b) Prepare turn-over memorandum which will include the following: Official duties; office routine, special activities, official and social calls to be made; problems and projects pending, and any other data that will assist your relief.

(c) Upon his arrival, accompany your relief in making a personal tour of ship or station introducing him to all key personages, including Division Heads.

(d) Help procure the necessary military and civilian permits and licenses, required by the ship or station.

(e) Where there is an accountability of materials and equipment, make a prior inventory to insure that everything is in order. This is further implemented in a specific directive in *Navy Regulations*, article 0908.

Chapter 3

REPORTS REQUIRED

Sec.
3100. ANNUAL REPORTS
3200. MONTHLY AND QUARTERLY REPORTS

Sec.
3300. BAPTISM, MARRIAGE, AND FUNERAL RECORD CARDS
3400. OTHER OFFICIAL REPORTS

SECTION 3100—ANNUAL REPORTS

	Paragraphs
When submitted.....	3101
Form and Content.....	3102

3101. WHEN SUBMITTED

The Chaplain shall, as required by section 1398, revised status, report annually to the Secretary of the Navy (via official channels) all official services performed by him (*Bureau of Naval Personnel Manual C-12206 (1).*) This report should be placed in the mail not later than 10 January.

3102. FORM AND CONTENT

(a) Consult *Navy Correspondence Manual* (NavExos P-388) for instructions covering official correspondence.

(b) The annual report (J1-02) should include a chronological resume of regular and collateral duties performed. The annual statistical report should include the items reported monthly on NavPers 374 and may be submitted as an enclosure with the basic narrative report.

SECTION 3200—MONTHLY AND QUARTERLY REPORTS

	Paragraphs
Monthly Reports.....	3201
Quarterly Reports.....	3202

3201. MONTHLY REPORTS

A monthly statistical report will be prepared on NavPers 374 (revised 1953), by each chaplain. This report is made by each unit chaplain to his district,

force, or fleet chaplain. See page 227, *The Navy Chaplain* for correct procedure in filling out monthly report.

3202. QUARTERLY REPORTS

Fleet, Force, District chaplains shall submit quarterly reports (J1-01) in accordance with the *Bureau of Naval Personnel Manual C-12206 (2)*.

SECTION 3300—BAPTISM, MARRIAGE, AND FUNERAL RECORD CARDS

	Paragraphs
Baptism.....	3301
Marriage.....	3302
Funeral.....	3303
Items for Special Attention.....	3304

3301. BAPTISM

Report made on Baptismal Record Card, NavPers 108. Place last name of person baptized in upper left hand corner of card in capital letters.

3302. MARRIAGE

Report made on Marriage Record Card, NavPers 109. The last name of the groom should be placed in capital letters in upper left corner, top line. Include rate

and service number if enlisted man, rank and file number if officer. The place where the license is recorded must be indicated—also the city and state where performed.

3303. FUNERAL

(a) Report made on Funeral Record Card, NavPers 107.

(b) A Funeral Record Card for expeditionary use only, NavPers 170a, has been prepared. These cards should be used whenever burial occurs overseas.

(c) Memorial services will not be reported as funeral services unless held in lieu of funeral services.

3304. ITEMS FOR SPECIAL ATTENTION

(a) Type or print information on cards so that it is legible.

(b) Sign your name and also type or print it under signature in the space provided.

KENNISON, John Patrick		9-17-51
NAME (Last)	(First) (Middle)	DATE of baptism
PLACE OF BIRTH Newport, Vermont		DATE OF BIRTH 2-9-50
PLACE OF BAPTISM Chapel, Naval Training Station, Newport, Rhode Island		
NAME OF FATHER William Edward Kennison		
MAIDEN NAME OF MOTHER Barbara Louise Heath		
NAMES OF GODPARENTS Benjamin G. Jones Irma A. Cooke		
CHAPLAIN'S NAME (PRINTED) LT James R. Johnson, USN	CHAPLAIN'S SIGNATURE <i>James R. Johnson</i>	
BAPTISMAL RECORD NAVPERS-108 (REV. 12-44)		REPORT PERS-7-7 50-24204

EDEIMAN, Samuel Sclair		10-5-51
GROOM'S NAME (Last)	(First) (Middle)	DATE of
BRIDE'S NAME (Last) (First) (Middle)		marriage
Goldberg, Myra Selma		
PLACE OF MARRIAGE Chapel - U. S. Naval Hospital, St. Albans, New York		
WITNESSES Morris Kaplan		
Lenora Kaplan		date issued
PLACE LICENSE RECORDED Manhattan, New York	LICENSE NUMBER M 42490	DATE RECORDED 10-6-51
CHAPLAIN'S NAME (PRINTED) CDR William H. Gordon, CHC, USNR	CHAPLAIN'S SIGNATURE <i>William H. Gordon</i>	
MARRIAGE RECORD NAVPERS-109 (REV. 12-44)		

NAME (Last) <u>NOSS</u>		NAME (First) <u>Anthony</u>		NAME (Middle) <u>Albert</u>		SERVICE NUMBER <u>017864</u>	
RATE OR RANK <u>1st Lieut. USMC</u>				DATE OF DEATH <u>9-24-51</u>		DATE OF BURIAL <u>9-25-51</u>	
PLACE OF SERVICE <u>Inchon-Seoul, Korea</u>							
NAME OF CEMETERY <u>United Nations Cemetery</u>				PLOT <u>3</u>		ROW # <u>15</u>	
NAME OF SHIP, IF BURIED AT SEA				LONG, LAT., OR AREA <u>165</u>			
NEXT OF KIN <u>Mr. & Mrs. Arthur L. Noss (parents)</u>				TYPE OF SERVICE ☐ CATH. ☐ JEW. ☒ FULL		HONORS ☐ MODIFIED ☐ NONE	
ADDRESS OF NEXT OF KIN <u>165 "A" St., Cleveland, Ohio</u>				☐ PROT. ☒ MASS BURIAL			
CHAPLAIN'S NAME (PRINTED) <u>LT George C. Jones, CHC, USN</u>				CHAPLAIN'S SIGNATURE <u>George C. Jones</u>			
FUNERAL RECORD NAVPERS-107a (REV. 12-44) (For expeditionary use only)							

NAME (Last) <u>GREGG,</u>		NAME (First) <u>Frederick</u>		NAME (Middle) <u>Henry</u>		SERVICE NUMBER <u>761 432</u>	
RATE OR RANK <u>Corporal, USMC</u>				DATE OF DEATH <u>10-5-51</u>		DATE OF BURIAL <u>11-16-51</u>	
PLACE OF SERVICE <u>Chapel, Fort Myer, Virginia</u>							
NAME OF CEMETERY <u>Arlington National Cemetery</u>				SECTION <u>42</u>		LOT NO. <u>10643</u>	
NAME OF SHIP, IF BURIED AT SEA				LONG., LAT., OR AREA			
NEXT OF KIN <u>Irene Diane - Widow</u>				TYPE OF SERVICE ☐ CATH. ☐ JEW. ☒ FULL		HONORS ☐ MODIFIED ☐ NONE	
ADDRESS OF NEXT OF KIN <u>867 Kingston St., Toledo, Ohio</u>				☒ PROT. ☐ MASS BURIAL			
CHAPLAIN'S NAME (PRINTED) <u>LCLER Richard E. Giller, CHC, USN</u>				CHAPLAIN'S SIGNATURE <u>Richard E. Giller</u>			
FUNERAL RECORD NAVPERS-107 (REV. 12-44)							

SECTION 3400—OTHER OFFICIAL REPORTS

Reports Required of all Officers..... 3401
Report of Return from Leave..... 3402

3401. REPORTS REQUIRED OF ALL OFFICERS

Consult the *Bureau of Naval Personnel Manual*,
B-2201, B-2208.

3402. REPORT OF RETURN FROM LEAVE

- (a) Consult article 1230 (3), *Navy Regulations*.
(b) This report must not be confused with Report of Leave of Absence submitted by Commanding Officers on NavPers Form No. 321 in accordance with the *Bureau of Naval Personnel Manual*, C-6403 (1).

Chapter 4

DIVINE SERVICES

Sec.

4100. CHAPELS
4200. FURNITURE AND ALTAR EQUIPMENT
4300. ECCLESIASTICAL SUPPLIES
4400. PREPARATIONS FOR DIVINE SERVICE
4500. THE GENERAL SERVICE

Sec.

4600. HOLY COMMUNION
4700. PROVISION FOR MEN OF OTHER FAITHS
4800. CHAPEL FUNDS
4900. ATTENDANCE

SECTION 4100—CHAPELS

	Paragraphs
Use of Navy chapels.....	4101
Construction of a Navy chapel.....	4102

4101. USE OF NAVY CHAPELS

(a) Navy chapels are Government property and are available for use by any chaplain attached to the command and acting under proper authority. Such chapels should not be used for secular purposes.

(b) Where size and arrangement permit, and if satisfactory to the command and to all chaplains concerned, areas may be set aside and kept permanently rigged to accommodate the private devotional needs of Protestant, Catholic, or Jewish personnel.

(c) The senior chaplain of each command will submit for the approval of his commanding officer schedules of services which will provide a fair and equitable use of the chapel facilities for Catholic, Protestant, and Jewish services.

4102. CONSTRUCTION OF NAVY CHAPELS

(a) The construction of a Navy Chapel requires an appropriation of funds. The request for such an appropriation must originate with the Commanding Officer. When the request is approved and the appropriation made available, construction will proceed under the supervision of an officer-in-charge of construction designated by the Bureau of Yards and Docks. Your Commanding Officer may wish to take advantage of the information and suggestions regarding chapels available in the Office of the Chief of Chaplains. The following is a general outline of Construction Standards and Space Allocations for Religious Facilities:

(1) Design Criteria: The design of chapels should be suitable for the services of the Protestant, Catholic, and Jewish faiths, as well as achieve maximum efficiency and economy consistent with the dignity desired in a place of religious worship.

(2) Space Allocations:

(a) *Capacity.* Provide not more than one seat for every ten (10) personnel (exclusive of morning chapel) based on the planned total strength of the installation, comprising military personnel, adult military dependents residing at the installation, adult military dependents residing in military-sponsored housing projects on or adjacent to a military installation where civilian religious facilities are not available in the vicinity of such housing project, and authorized adult civilian personnel residing at or adjacent to isolated military installations.

The basic space allowances may not be exceeded except through inadequacy to the point of hardship, and then only with approval of the Secretary of Defense.

The size of the morning chapel will be determined on the basis of space allowance shown in paragraph (c) (1) that follows. Morning chapels will not be provided for chapels smaller than 200-seat capacity.

(Note: The size of the morning chapel is arrived at by multiplying the seating capacity of the chapel by the square feet per seat allocated for the morning chapel in table of "Chapel Sizes," paragraph (c) (1) that follows.)

The *morning chapel* will be divided by permanent partitions into three rooms of equal size, with independent access to each room, for the purpose of serving as meditation chapels for the members of the three major religious faiths and as repositories for the consecrated religious articles of each major faith.

Chapels normally will be constructed at installations where the authorized strength, as defined above, is 500 personnel or over. At installations where chapels are not provided, facilities in other suitable structures will be made available.

(b) *Size:* Chapels normally will be limited to the following sizes: 200, 400, and 600 seats (exclusive of morning chapel). This size and number of chapels for each installation will be determined by the num-

ber of authorized personnel, the distribution of population and organizational requirements.

(c) *Facilities and Space Requirements:*

(1) The various functional facilities which are authorized to be provided in the chapel are given in the following table, together with the space allotments for the various size chapels.

Necessary facilities	Chapel Sizes		
	200	400	600
	<i>Square feet per seat</i>	<i>Square feet per seat</i>	<i>Square feet per seat</i>
Narthex.....	16.5	14	12
Nave.....			
Chancel, including choir and sanctuary.....			
Sacristy.....	7	4.5	3
Choir room.....			
Baptistry.....			
Music room.....			
Chaplain's offices.....			
Confessional.....			
Toilets and service rooms.....			
Morning chapel.....	3	2.6	2
Total.....	26.5	21.1	17.0
Chapel annex.....	6.4	6.4	6.4
Total including chapel annex facilities.....	32.9	27.5	23.4

NOTE.—Heater rooms as required are not included in the above areas.

(d) *Chapel Annex:* At least one chapel in each installation will be provided with a religious educational facility called a chapel annex. Additional chapel annexes will be provided on the basis of demonstrable need as determined by the military department concerned.

The seating capacity of chapel annexes may be based on 40 to 60 percent of the seating capacity of the main chapel (exclusive of morning chapel). A minimum of four (4) classrooms will be provided with moveable partitions to allow maximum flexibility.

(e) *Facilities for Special Religious Rites:* Whenever denominational usage warrants in accordance with established policy of the Chief of Chaplains of the Department concerned, the following facilities for special religious rites will be provided:

(1) *A Baptistry* in one chapel at each installation, adequate to meet accepted practices of baptism (by full immersion).

(2) *Confessional facilities* in each chapel, readily accessible and adequate to insure necessary privacy.

(f) *Chaplain's Office:* One chaplain's office for each major faith will be provided in each chapel, not to exceed three (3) offices, with a lavatory and water closet conveniently located to these offices.

(b) The Bureau of Yards and Docks will supply specifications and blueprints of a standard chapel design approved for naval stations. The designs are available for chapels to seat 200, 400, and 600.

Seating Capacity:	Yards and Docks Spec. No.
200.....	C-13
400.....	C-14
600.....	C-18

Specifications requested will include appropriate drawings.

(c) *Chapels for Advanced Bases:* Advanced base outfitting components have been set up by the Bureau of Naval Personnel and the Bureau of Yards and Docks, each supplying appropriate materials, the latter Bureau varying its materials in accordance with the geographical location of the base to be supplied.

Functional component N-14 appropriate for an advanced base of approximately 2500 personnel, provides a chapel with a seating capacity of 500 men. The structure itself, supplied by the Bureau of Yards and Docks, is usually a quonset hut. The Bureau also furnishes a 14' by 14' tent, a cabinet, folding chair, fiber field desk, and a ¼-ton truck, military type (jeep).

Equipment from the Bureau of Naval Personnel for a functional Component N-14 is supplied in two lots: ecclesiastical equipment for the chapel and the chaplain's portable equipment. Ecclesiastical equipment includes altar furnishings and hangings, an Estey Organ, 275 Song and Service books for Ship and Field, and 25 Army and Navy hymnals. The chaplain's portable equipment consists of a portable organ, portable field altar, dual speed electric reproducer and public address system, an album of church hymn recordings, a kit of 100 Song and Service books for Ship and Field, four dozen candles, altar breads and communion wine.

Functional component N-15 provides a chapel for 200 personnel, appropriate for an advanced base of approximately 1000 men. The equipment, except for the quantity of certain items, is much the same as that for functional Component N-14.

These components are in *NavSandA Publication No. 28, 1951*.

SECTION 4200—FURNITURE AND ALTAR EQUIPMENT

	Paragraphs
Station chapels.....	4201
Vessels to which chaplains are attached.....	4202
Portable equipment.....	4203

	Paragraphs
U. S. Marine Corps.....	4204
Accountability.....	4205
Program materials.....	4206

4201. STATION CHAPELS

(a) The equipment used in chapels, chargeable against the Bureau of Naval Personnel's appropriation for Welfare and Recreation, Navy, are available for distribution through the Bureau of Supplies and Accounts. Requests should be submitted by the supply officer on standard Bureau of Supplies and Accounts requisition forms and forwarded to the Bureau of Supplies and Accounts. All items are listed in the *Catalogue of Navy Materiel—General Stores Section*.

4202. VESSELS TO WHICH CHAPLAINS ARE ATTACHED

(a) The Bureau of Ships makes provision for ecclesiastical equipment in ships to which Chaplains are usually detailed. The authorized allowance list of ecclesiastical equipment is contained in the Bureau of Ships General Amendment No. 199 of 7 June 1944, along with subsequent modification (a) through (d). Itemized list of this equipment is in paragraph (c).

(b) The ship's chaplain has the responsibility to insure that the authorized equipment is on board for the conducting of religious services of all denominations.

(c) The following is the minimum equipment which should be on board a vessel to which a chaplain is permanently assigned, with the one exception of a Destroyer.

Item No.	Stock No.	Description	Quantity	Unit
1	-----	Record player, portable, Dual Speed, Navy type IC/RPM-4 (BUSHIPS).	1	ea.
2	26-A-1500	Altar, Folding, portable.....	1	ea.
3	26-P-9000	Pulpit, portable.....	1	ea.
4	62-C-990	Cross-Crucifix.....	1	ea.
5	62-C-25	Candlesticks.....	1	pr.
6	62-V-50	Vases.....	1	pr.
7	62-C-85	Chalice.....	1	ea.
8	62-P-125	Paten.....	1	ea.
9	62-C-995	Intinction Cup.....	1	ea.
10	62-C-30-25	Carrying Case.....	1	ea.
11	62-S-550	Missal Stand.....	1	ea.
12	62-B-250	Baptismal Bowl.....	1	ea.
13	62-C-980-25	Cover, altar.....	1	ea.
14	62-H-425	Pulpit hanging.....	1	ea.
15	62-D-785	Dossal hanging.....	1	ea.
16	36-O-580	Organ, folding.....	1	ea.
17	36-M-656	Hymnals, Army and Navy.....	(1)	ea.
18	36-T-566-500	Transcriptions (Set A) Church.....	1	ea.
19	36-T-566-800	Transcriptions (Set B) hymns, Hymns and Anthems. Prct. Services and Jewish Services.	1	ea.
20	36-T-566-600	Transcriptions (Set C) Two complete Protestant services.	1	ea.
21	62-A-230-15	Portable altar and Communion set..	1	ea.

¹ One for every 15 personnel on board.

(d) Military Sea Transportation Service

(1) The Bureau of Ships authorized allowance list of ecclesiastical equipment applies to USS vessels operating under MSTs. The MSTs Interim Allowance List, Part II, Group 532-3, establishes an interim allow-

ance list of ecclesiastical equipment for non-commissioned MSTs vessels.

(2) In order to bring equipment on USS vessels up to allowance, follow procedures outlined in paragraph (e-1) and (f).

(3) To obtain items on MSTs Interim Allowance List, submit a "not-in-excess" requisition through normal supply channels, as outlined in the *Bureau of Supplies and Accounts Manual*.

(e) Class 26 and Class 62 items are stocked at Navy Supply Depot Norfolk and Navy Supply Depot Oakland. Class 36 items are stocked at Navy Supply Depot Norfolk and Naval Supply Depot San Diego.

(1) Ships now in active commission, to which chaplains are permanently attached, may obtain items 2 to 16 inclusive required to fill the allowance, by submission of "not-in-excess" requisitions through the regular supply channels, as outlined in the *Bureau of Supplies and Accounts Manual*.

(2) Ships under construction, conversion, or reactivation, to which a chaplain is to be assigned, items 2 to 16, inclusive, required to fill the allowance, will be furnished by the Outfit Supply Activity.

(f) Bureau of Ships ltr. FS/LS-1 (580; EN 28/A 2-11) (G. A199) of November 1948, modification "C" to General Amendment No. 199, establishes item 1 of paragraph (c) in the allowance lists of all vessels to which an officer of the Chaplain Corps is attached. The letter directs that the item be procured in all instances by the submission of "not-in-excess" requisitions addressed to the Chief of the Bureau of Ships, Attention, Code 56523.

(g) Items 17 to 21 of paragraph (c) are to be procured in all instances by the submission of "not-in-excess" requisitions addressed to the Chief of Naval Personnel (Pers J13), if the Bureau of Naval Personnel is to pay.

(h) The following minimum allowance of equipment is established for Chaplains assigned to Destroyers:

Item No.	Stock No.	Description	Quantity	Unit
1	-----	Record Player, Portable Dual Speed, Navy Type IC/RPM-4 (BUSHIPS).	1	ea.
2	36-M-657	Song and Service Book for Ship and Field.	50	ea.
3	36-T-566-500	Transcriptions (Set A).....	1	ea.
4	36-T-566-800	Transcriptions (Set B).....	1	ea.
5	36-T-566-600	Transcriptions (Set C).....	1	ea.
6	62-A-230-15	Portable Altar and Communion Set..	1	ea.

These items are to be procured by the submission of "not-in-excess" requisitions addressed to the Chief of Naval Personnel (Pers J13), if the Bureau of Naval Personnel is to pay.

(i) Consumable Altar Supplies

Wine, grape juice, wafers, candies, rosaries, and cruciform medals are to be furnished to ships' chaplains

by the Fleet Chaplain or nearest District Chaplain. Letter requests for consumable altar supplies may be forwarded by the individual chaplain directly to his supervisory chaplain.

(j) The following items may be obtained from District Printing and Publication Offices:

1. Testaments—Protestant, Catholic and Jewish, also Sunday Missals
2. Services for Ships without Chaplains (Catholic and Protestant)
3. Character Guidance Discussion Topics
4. Chaplains Manuals
5. Forms and Cards
6. Histories of the Corps

(k) Hymn books will be issued to ships upon request made directly to the Bureau of Naval Personnel (Chaplains Division).

4203. PORTABLE EQUIPMENT

(a) Portable equipment is available to chaplains who need such items but is designed primarily for chaplains when conducting service on ships without chaplains or for mobile field units, such as may be required when serving with Marines or construction battalions.

	Stock Nos.
1. Portable reed organ.....	36-O-580
2. Combination public address system and dual speed record player.....	36-P-828-20
3. Portable field altar and communion set.....	62-A-230-15

SECTION 4300—ECCLESIASTICAL SUPPLIES

	Paragraph
Bibles, testaments, and devotional aids.....	4301

4301. BIBLES, TESTAMENTS, AND DEVOTIONAL AIDS

(a) Bibles, testaments, and other devotional aids are available in limited quantities through fleet and district chaplains.

(b) Most religious bodies will make available to chaplains upon request supplies of religious literature and devotional aids.

(b) Distribution of portable equipment for shore stations is made through the Bureau of Supplies and Accounts. Chaplains afloat will submit official requests direct to the Bureau of Naval Personnel (Chaplains Division). Chaplains serving with the U. S. Marine Corps will initiate requests through the Organization Supply Officer who will forward the request to the Bureau of Supplies and Accounts.

4204. U. S. MARINE CORPS

All items of chaplain's equipment listed in the *Catalogue of Navy Materiel* are available to all units and stations of the U. S. Marine Corps to which chaplains are attached. Requests will be submitted by the Organization Supply Officer to the Bureau of Supplies and Accounts.

4205. ACCOUNTABILITY

All equipment is Government property for which the chaplain upon acceptance of custody is held responsible.

4206. PROGRAM MATERIALS

Chaplains' program materials are made available by the Chaplains' Division.

These materials consist of: Poster Series, Film Services, Visual-Aids for Character Guidance Lectures, Character Guidance Lectures, and Services for ships and stations without a regularly assigned Chaplain. Information concerning the Chaplains' program materials may be obtained by writing to Chaplains Division (Pers J13).

	Paragraph
Possession and transportation of sacramental wine....	4302

4302. SACRAMENTAL WINE, TRANSPORTATION AND POSSESSION

An opinion of the Judge Advocate General states that Article 1269, *Navy Regulations*, does not prohibit transportation or possession of sacramental wine for religious purposes. (Ltr to Chief of Naval Operations, dtd 18 April 1952, JAG:II:4:JAP:gg.)

SECTION 4400—PREPARATION FOR DIVINE SERVICE

	Paragraphs
Authorization for divine service.....	4401
Location and arrangements.....	4402
Publicity	4403
Rigging for church.....	4404
Music	4405

4401. AUTHORIZATION FOR DIVINE SERVICE

(a) It is a commanding officer's responsibility on ships or stations to which chaplains are attached to cause divine service to be held on Sunday whenever the weather and other circumstances allow it to be done. Consult article 0711, *Navy Regulations*.

(b) As provided by public law and *Navy Regulations*,

the chaplain shall conduct public worship according to the manner and form of his own church and, on occasions requiring it, may wear the vestments of the church to which he belongs. Consult article 0807, *Navy Regulations* and *Bureau of Naval Personnel Manual C-12202*; and chapter 1, section 1-2, *Uniform Regulations*.

(c) See also paragraph 2104, *Chaplains' Manual*.

4402. LOCATION AND ARRANGEMENTS

(a) Questions of location and arrangements for holding divine services should be discussed with the executive officer. Unless work or operations make it undesirable, the chaplain's suggestion of location will

usually be approved. He should prepare for special circumstances of work, weather, temperature, or noise by having more than one choice of location to suggest. Consult article 0711 (1), *Navy Regulations*.

(b) The choice of location, when no chapel is available, is a real factor in attendance. The place selected should be as near as possible to the barracks and, if aboard ship and below decks, easily accessible from the living spaces. Avoid, if possible, areas where interruptions and distractions caused by necessary work and routine may occur. Keep in mind the limitations imposed by architecture or construction which may complicate arrangements and temporary transformation for purposes of worship.

(c) Make certain that an item covering the working party will be included in the plan of the day or the drill and work schedule.

4403. PUBLICITY

(a) An item covering the hour and location of divine service on Sunday should be included in the plan of the day or the drill and work schedule. If such procedure is approved by the executive officer the chaplain must make it his responsibility to place the necessary information in the appropriate office in time for publication.

(b) In carrying out the plan of the day, the officer of the deck will have church call sounded on the bugle and the word passed by the boatswain's mate of the watch. It is customary to begin the service immediately after the last stroke of the ship's bell. Note, however, that it is desirable to have church call sounded long enough before the time set for the service to permit officers and men to reach the chapel or church compartment without being unduly hurried. In addition to the usual word passed over the public address system by the boatswain's mate, " * * * keep silence about the decks during divine service," a short sentence may be added, with proper permission, inviting officers and men to attend the service.

(c) Bulletin boards, mimeographed notices, and space in the ship or station paper may be used to announce and advertise divine service. All publicity should be dignified and in keeping with the purpose it serves.

(d) The best advertisement for divine service is its own appeal to officers and men. When the spirit of worship pervades the service; when the order of worship allows for participation by the congregation; when

the sermon is helpful and religious, not merely a secular pep-talk, the word will be passed.

4404. RIGGING FOR CHURCH

(a) The church pennant is run up and two-blocked when the hour for the beginning of divine service is indicated by the tolling of the ship's bell. The authority for placing the church pennant above the ensign during divine service will be found in House Joint Resolution 303, section 3 (c), of 15 June 1943. Consult appendix I, *Chaplain's Manual*, on "Display and use of the flag."

(b) The rigging and unrigging of the gear used during divine service is normally a part of regular ship or station work. The assignment of men to the church working party is usually rotated as a work detail among the divisions. It is customary, especially aboard ship, to have a master-at-arms or a boatswain's mate detailed to take charge of the working party. It is not unusual to find this as one of the established duties for the boatswain's mate of the watch.

(c) Personal inspection of the church rig in order to correct mistakes before the service begins should not be neglected by the chaplain.

(d) In cases where the place of worship is not subject to frequent change or where a few places are the established possibilities, it is a good plan to write up for repeated use the instruction with appropriate diagrams. They should be specific, clear, and understandable to the boatswain's mate in charge of the rigging detail. Show the location of church hangings, furniture, chairs, and benches. Indicate frame numbers when appropriate. Include instructions for stowage after unrigging.

4405. MUSIC

(a) The ship's band is made available for use at divine service by authority of article 0711.1, *Navy Regulations*.

(b) Much vocal talent can be found and developed in ship's company, many of whose number will enjoy participation as soloists or members of a choir.

(c) For portable organs, pianos, and orchestral instruments, consult sections 4201 (b) and 4203 of this *Manual*; also, of Navy Material—Class 36.

(d) Sheet music for soloists, anthems for quartets and choirs, and scores for orchestras may be purchased, when properly authorized by commanding officers, from chapel funds.

SECTION 4500—THE GENERAL SERVICE

	Paragraphs
When conducted.....	4501
Order of service.....	4502

4501. WHEN CONDUCTED

A general service for all hands may be conducted by a Catholic chaplain. A Catholic chaplain, however, is

not permitted by his church to hold a general service except where a Protestant chaplain or civilian clergyman is unavailable.

4502. ORDER OF SERVICE

The following order of worship represents a sug-

gested arrangement for the conduct of a general service:

GENERAL SERVICE

Prelude (by band, orchestra, or organ).
Invocation.

Hymn.
Reading from Bible.
Sermon.
Prayers.
Hymn.
Benediction.

SECTION 4600—HOLY COMMUNION

Mode	Paragraphs 4601
"Closed" and "open" communion	4602

4601. MODE

The communion service is conducted in accordance with the same provisions established for the conduct of divine service. Each chaplain is free to conduct such a service according to the manner and form of his own church. Consult article 0807, *Navy Regulations*.

Paragraphs

Authority in general	4701
Types of service possible	4702
Procedure in making arrangements	4703
Days of abstinence	4704

4701. AUTHORITY IN GENERAL

Consult *Bureau of Naval Personnel Manual C-12201* and *Navy Regulations 0711.1*.

4702. TYPES OF SERVICE POSSIBLE

(a) Regular Navy services of worship conducted by Navy chaplains from other ships and stations.

(b) Church parties may be sent from ship or station.

(c) Civilian clergymen may be used with proper permission.

(d) When a chapel is not available, places may be set aside for private devotions or for informal services under lay leadership. Such services should always be under the cognizance of the chaplain.

(e) In the absence or unavailability of naval chaplains, civilian rabbis may, with the approval of the commanding officer, be invited to conduct regular or occasional services for Jewish personnel. Upon invitation by a Jewish group, a Christian chaplain may preside at Jewish religious services and need have no misgivings as to his ability to do this if he bears steadily in mind that Judaism is in its essence a religion of the Old Testament. Therefore, if he keeps himself to Old Testament texts and illustrations in any sermonic message which he gives to the Jewish men, he may be reasonably sure of remaining within the bounds of Judaism. The congregational mode of Jewish worship permits lay leadership. When chaplains or civilian rabbis are not available, officers and men of Jewish faith are prepared to conduct appropriate observance

4602. "CLOSED" AND "OPEN" COMMUNION

The Navy Department allows chaplains perfect freedom of conscience with respect to the matter of "closed" or "open" communion. In order to meet the religious needs of officers and men, it is expected that the chaplain will provide opportunity for them to partake of communion or, when this ministry is limited either by the chaplain's own conscience, the regulations of his church, or by the custom or conscience of officers and men, he will exercise every effort to arrange for the service of communion to be conducted by chaplains or civilian clergymen of other faiths.

for the sabbath and for other Holy Days. Consult section 7104, *Chaplains' Manual* for information concerning Jewish Holy Days.

(f) For Catholic services see section 7103.

4703. PROCEDURE IN MAKING ARRANGEMENTS

(a) For all types of special services for purposes covered by this section, the approval of the commanding officer must be obtained through the usual channels.

(b) A chaplain desiring to hold a service aboard another ship or station must obtain proper permission from his commanding officer to be absent for this purpose. He must also make certain that the performance of the service is agreeable and convenient to the commanding officer and the chaplain of the command which he intends to visit if one is attached.

(c) Civilian priests or ministers invited to serve naval activities on Sunday should not have to solicit collections for their services. They should be compensated, and the usual minimum stipend is \$10. Such clergymen may be remunerated from the chapel fund or in any other manner that the commanding officer may direct.

4704. DAYS OF ABSTINENCE

The Roman Catholic Church grants a dispensation from abstinence from the use of meat to all its members in the naval service and their families on all days of the year, except the day before Christmas, Ash Wednesday, Good Friday, and the morning of Holy Saturday. These four days should be noted by chaplains and brought to the attention of commanding officers in order that the preparation of suitable menus for personnel of Catholic faith may be authorized.

SECTION 4800—CHAPEL FUNDS

	Paragraphs
Authority.....	4801
Administration.....	4802
Sunday collections, offerings.....	4803

4801. AUTHORITY

(a) Funds voluntarily offered by individuals and civilian activities for the use of the chaplain in matters pertaining to morale, if acceptable to the commanding officer concerned, shall be placed in a special fund, from which expenditures for morale may be made by the chaplain, upon the approval of the commanding officer. This special fund will be under the cognizance of the commanding officer, who will provide for the adequate care of and accounting for such a fund.

(b) Many personnel in the naval service have been accustomed to make voluntary contributions for religious purposes during attendance at divine worship in civilian life and have desired to continue this practice while in the Navy. At various chapels, voluntary offerings formerly made to provide equipment, aids to worship, and supplies for choir and chapel, have built up beyond these original necessities, and in some cases have resulted in a surplus.

(c) In addition to such funds contributed at divine services for religious purposes, various individuals and civilian activities have desired to turn over to chaplains funds to be used for religious or morale purposes, to be expended solely or principally at the discretion of the chaplain. This has been particularly true at naval hospitals.

4802. ADMINISTRATION

In order to clarify and simplify the administration of chapel funds, the Bureau desires that the following practice be followed:

(a) Chapel funds, voluntarily contributed by the worshippers and/or by other interested individuals, may be established as approved by the commanding officers. Where established, the funds shall be expended on projects of a religious nature that are easily recognizable as coming within the desire of the donors, such as religious equipment, aids to worship, and supplies for choir and chapel, etc. Where chaplains of different faiths conduct divine worship in the same chapel, or in separate chapels, and offerings are received, the funds contributed by each faith shall be used only for the work of that faith. That is, Catholic chapel funds shall be used only for Catholic religious needs, purposes, etc.; Protestant chapel funds shall be used only for Protestant religious needs, purposes, etc.; and Jewish chapel funds shall be used only for Jewish religious needs, purposes, etc.

(b) Where civilian ministers, priests, or rabbis conduct divine services in naval activities on the invitation of the commanding officer, they may be reimbursed from the chapel fund of that faith, where such a fund is available, or in any other manner other than from the chapel fund, as the commanding officer may direct.

(c) In the event that it is desirable to expend the surplus of any chapel fund, such expenditure may be made to a religious civilian agency which assists the religious work of naval personnel, as may be recommended by the chaplain of the particular faith, with the approval of the commanding officer, provided such expenditure is, to all intents and purposes, plainly consonant with the general faith and practice of the contributors; i. e., if desired, the surplus of a Protestant chapel fund might be used for alms or donated to the American Bible Society, the Gideons, the Service Men's Christian League, the General Commission on Chaplains, etc. The surplus from a Catholic chapel fund might be used for alms or donated to the Chaplains' Aid Society, the Catholic Military Ordinariate, the National Catholic Welfare Conference, etc. The surplus of a Jewish chapel fund might be donated to some phase of the Jewish religious work. The wishes of the worshippers, where at all ascertainable, should, in each instance, bear more weight than the personal preference of the chaplain or the commanding officer.

(d) Any surplus in a chapel fund which the chaplain and the commanding officer concerned may not wish to expend in the manner outlined above, as well as any surplus which may remain unexpended in the event of decommissioning, may be forwarded to the Chief of Chaplains, Bureau of Naval Personnel, where it will be kept in Catholic, Protestant, and Jewish segregated funds, accounted for and used in accordance with the spirit of this directive.

(e) All chapel funds should be audited once a month, and the result of the audit presented to the commanding officer. It is also proper to post such an audit, where practicable. (Pars. 4801 and 4802 are based on the Bureau of Naval Personnel letter to district commandants dated 27 August 1945).

4803. SUNDAY COLLECTIONS OR OFFERINGS

At naval activities where it is the custom to have a Sunday collection at divine services, the money so collected shall be delivered by an officially designated individual of the faith concerned to the custodian of the appropriate chapel fund and a receipt obtained.

SECTION 4900—ATTENDANCE

Paragraphs

Voluntary attendance.....	4901
On days other than Sunday.....	4902

4901. VOLUNTARY ATTENDANCE

The basic constitutional guarantees inherent in our democracy permit freedom of conscience and religious worship for all citizens. Attendance at divine services, therefore, is voluntary.

The Navy, however, traditionally has "earnestly recommended to all officers, seamen, and others in the naval service diligently to attend at every performance of the Worship of Almighty God." (See footnote *Navy Regulations*, art. 0711.1.) Further, the Commanding

Officer is directed to "Use all proper means to promote the morale, and to preserve the moral and spiritual well-being of the personnel under his command." (*Navy Regulations*, art. 0709.1.) Chaplains, therefore, may anticipate that Commanding Officers will encourage attendance at divine services in accordance with the spirit and intent of *Navy Regulations*, article 0711 and section 7 (d) of the Act of 5 May 1950 (page 454, *Manual for Courts-Martial U. S.* 1951).

4902. ON DAYS OTHER THAN SUNDAY

Consult *Bureau of Naval Personnel Manual*, C-12201 (2).

Chapter 5

DEATHS AND FUNERALS

Sec.
5100. DEATHS AND RESULTING DUTIES
5200. MILITARY FUNERALS
5300. NONMILITARY FUNERALS

Sec.
5400. BURIALS AT SEA
5500. MEMORIAL SERVICES

SECTION 5100—DEATHS AND RESULTING DUTIES

Responsibility and authority for action-----	Paragraphs 5101
Reports and condolences-----	5102

5101. RESPONSIBILITY AND AUTHORITY FOR ACTION

Responsibility for taking the required action following the death of any person in the naval service, ashore or afloat, is placed with the commanding officer and established by *Navy Regulations*, article 0725. (See also *Bureau of Naval Personnel Manual C-9801* to C-9813.)

5102. REPORTS AND CONDOLENCES

(a) The official report of the death of any person in the naval service is made by the commanding officer to the Secretary of the Navy in accordance with the *Bureau of Naval Personnel Manual C-9801* or volume 1, chapter 13, *Marine Corps Manual* 1949, as appropriate.

(b) When death occurs within the United States notification of next of kin is made in accordance with *Bureau of Naval Personnel Manual C-9802* or chapter 13, *Marine Corps Manual*, as appropriate. When death occurs outside the continental limits notification of next of kin is made as appropriate by the Chief of Naval Personnel or Commandant of the Marine Corps in accordance with current directives.

(c) Letters of condolence written by chaplains to the next of kin must conform to the general requirements prescribed for commanding officers in the *Bureau of Naval Personnel Manual C-9805* or *U. S. Marine Corps Manual*, volume 1, paragraph 13057. The content of all such communications should be consistent with the official report of the casualty as forwarded by the commanding officer to the Secretary of the Navy. When the casualty status, nature of wounds,

date of death, and disposition of remains are known to be exact and correct beyond a reasonable doubt, then such facts can be included in condolence letters. However, when such facts are not known, such particulars should be avoided. Serious consequences result whenever the next of kin are given information by chaplains which differs from the official report forwarded to the Bureau of Naval Personnel or Commandant of Marine Corps and subsequently transmitted to the next of kin. Not only are the next of kin confused and disturbed thereby, but government and private insurance are jeopardized.

(d) All funeral services conducted by chaplains for Navy personnel will be reported on Funeral Record Card NavPers 107 or on the card prepared for expeditionary forces and forwarded to the Chaplains Division, Bureau of Naval Personnel. Consult chapter 3, section 3303, *Chaplains' Manual*.

(e) Memorial services are not to be reported as funerals on NavPers 107 unless held in lieu of a funeral service. It should also be noted that confusion can be created for the next of kin if they receive letters from chaplains regarding a memorial service for persons who have been officially reported in a missing status. Letters reporting a memorial service should be written only when it is known beyond any reasonable doubt that the casualty status has been reported as "dead".

(f) When writing to the next of kin regarding a funeral or memorial service, care should be taken to respect the religious convictions of the family.

(g) It is assumed that the chaplain, whenever possible, will call on the next of kin of deceased personnel.

SECTION 5200—MILITARY FUNERALS

General-----	Paragraphs 5201
Full honors-----	5202
Modified honors-----	5203

National flag-----	Paragraphs 5204
Participation by fraternal or patriotic organizations--	5205

5201. GENERAL

(a) When not contrary to orders and regulations, the extent to which the naval service participates in a funeral is influenced by the expressed wishes of the family of the deceased.

(b) Prior to a funeral, if practicable, an officer will be detailed as officer in charge of the ceremony. He will confer with the clergy and the funeral director, and together they will see that all necessary arrangements have been made for the funeral. The chaplain will perform the duties of the officer in charge of the ceremony in case no officer is so designated.

(c) Funeral ceremonies are conducted in accordance with the appropriate sections of chapter 21, section 10, *Navy Regulations*, and such additional details as are included in chapter 3, section VIII of the *Landing Party Manual*.

(d) Military or naval honors in connection with a funeral are rendered only for persons who died while serving in the military forces or after honorable discharge therefrom or who were civil officials entitled to a salute.

(e) For information regarding burials in any National Cemetery, and specifically in Arlington National Cemetery, consult the pamphlet prepared by and obtained from the Department of the Army, Office of the Quartermaster General. Details in connection with funeral arrangements for all deceased Naval Personnel and dependents, in Arlington National Cemetery are effected through:

Administrative Assistant

Chief of Naval Personnel

Room 4E526 Pentagon

Washington 25, D. C.

(Tel. Liberty 5-6700, ext. 55533)

Action may be initiated by telephone or telegram direct to that office. See also *Naval Funerals at Arlington National Cemetery*, NavPers 10068, published 1951.

(f) If under any circumstances the casket is to be opened after arrival from a distant shipping point, make certain that the undertaker has opportunity to make any necessary re-arrangements of the body or clothing of the deceased before the remains are viewed by the next of kin.

5202. FULL HONORS

Consult chapter 3, section VIII of the *Landing Party Manual*.

5203. MODIFIED HONORS

(a) Military or naval honors may be modified to meet the expressed wishes of the family or as required by special circumstances. Permissible modifications are generally limited to eliminations of one or more elements of the ceremony, such as the firing of the volley, taps, the escort (may be reduced in size if not elimi-

nated). Such portions of the procedure for full honors as are actually used must be in accordance with the instructions of the *Landing Party Manual*.

(b) Where combat conditions prevail, the ceremony will usually be limited to a brief religious service by the chaplain to which may be added the firing of the volley and the sounding of taps on the bugle. There may be times when burial of a large number of deceased personnel is required under circumstances which will permit only the briefest kind of religious service for all. Memorial services with military honors can usually be held later by Catholic, Protestant, and Jewish chaplains in consecutive services. See also sections 7105 (b) and 7201, *Chaplains' Manual*.

5204. THE NATIONAL FLAG

(a) The regulations governing issuance and delivery of the National flag used in the funeral service to relations of a deceased officer or enlisted man are included in art. 17-68, *Manual of the Medical Department*; C-9810 (1), *Bureau of Naval Personnel Manual*, volume 1, chapter 13, *Marine Corps Manual*, 1949.

(b) National cemeteries are under the administration of the Department of the Army and all funerals must be conducted in accordance with regulations approved by the Chief of Staff which provide for the delivery of the flag to the superintendent of the cemetery or his legal representative for disposition in accordance with Army Regulations. The flag used does not always become the property of the next of kin. Often the flag used at a burial has been loaned for the occasion by the cemetery or the undertaker concerned. If the flag is to be presented to the next of kin and the chaplain for some special reason desires to make the presentation, arrangements may be made to receive the flag from the superintendent or his representative after it has been received by him from the body bearers.

5205. PARTICIPATION BY FRATERNAL OR PATRIOTIC ORGANIZATIONS

(a) At the request of the immediate family of the deceased, or its representative, fraternal or semimilitary organizations of which the deceased was a member may be permitted to take part in the military funeral service.

(b) If the ritual is military or semimilitary in nature, the rites will begin immediately upon the conclusion of the military religious service. If the ritual contains the firing of three volleys and the sounding of taps, these features of the military ceremony may be postponed until their appropriate place in the ritual, when they may be rendered by the military firing party and the bugler.

(c) Nonmilitary rituals by fraternal organizations will be held at the conclusion of taps. The military escort will be marched away from the site of the grave promptly and quietly at the termination of the military ceremonies.

SECTION 5300—NONMILITARY FUNERALS

General.....	Paragraph 5301
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5301. GENERAL

Chaplains will from time to time be requested to con-

duct a funeral service which is nonmilitary in character. For such occasions he serves in his professional capacity as a clergyman though he may be wearing a Navy uniform.

SECTION 5400—BURIALS AT SEA

When death occurs at sea.....	Paragraphs 5401
At request of family or person in charge of remains....	5402
Ceremony of burial of the dead at sea.....	5403

5401. WHEN DEATH OCCURS AT SEA

(a) The *Bureau of Naval Personnel Manual C-9806* (2), requires that burial shall NOT be made in a foreign port or at sea in advance of such instructions from the Bureau of Medicine and Surgery except when preservation or retention of the body is impossible.

(b) When a member of a ship's personnel dies at sea and the remains are subsequently transferred, certain procedures may be followed which have proved appropriate:

After encasement, the setting of a continuous honor guard. The conducting of a religious or memorial service immediately upon anchoring or docking, with the division or squadron of the deceased taking a prominent part. Upon completion, the remains are piped over the side to the waiting boat or conveyance, with all hands at attention and salute until the boat or conveyance has moved off an appropriate distance.

See *Navy Regulations*, article 2168, paragraph 2; and article 2192, paragraph 2 for correct ceremony.

5402. AT REQUEST OF FAMILY OR PERSON IN CHARGE OF REMAINS

Paragraph 17-66, chapter 17, section 11 of the *Manual of the Medical Department* is quoted for information and guidance:

(1) "Requests to conduct burials at sea of the re-

mains of inactive personnel or civilians should be referred by the senior officer present to the Chief of Naval Operations for authorization, with a statement as to the practicability of complying with the request.

"If authority is granted, arrangements for the burial will be made directly with authorized persons having charge of the remains. The date of burial will be determined by the availability of the naval vessel concerned.

(2) "The following papers shall be presented to the commanding officer concerned before the remains are taken into the custody of the Navy:

(a) "The request and authorization from the authorized person having charge of the remains.

(b) "A transit permit or burial permit issued by the responsible civil authorities at the place of death, whether or not the remains are cremated.

(c) "Appropriate entry regarding presentation of such papers, together with specific identifying data regarding them, shall be entered in the log.

(3) "After the burial, the above-mentioned papers shall be appropriately endorsed by the commanding officer of the ship concerned as to the fact of the burial, and forwarded to the Secretary of the Navy.

(4) "There is no authority for the actual expenditure of Government funds or materials in connection with disposition of remains in these cases."

5403. CEREMONY OF BURIAL OF THE DEAD AT SEA

Consult *Bureau of Naval Personnel Manual C-12301-12308*. Burial at Sea.

SECTION 5500—MEMORIAL SERVICES

Circumstances	Paragraphs 5501
Form.....	5502

5501. CIRCUMSTANCES

Suitable memorial services may be held by the commands concerned in commemoration of those who lose their lives when a ship of the United States Navy is lost, and whenever naval personnel lose their lives as a result of enemy action or in a catastrophe or accident in which a naval ship or aircraft is involved.

5502. FORM

(a) One or more chaplains may participate and the religious content contributed by each will be in accordance with the customs and traditions of his religious faith. Where differences in religious faith prohibit joint participation in a single service, consecutive services may be held. (See also 7105 (b) and 7201.)

(b) Appropriate military honors may be included if authorized by the commanding officer.

Chapter 6

MARRIAGES AND MILITARY WEDDINGS

Sec.
6100. REGULATIONS CONCERNING MARRIAGE
6200. CIVIL LAWS REGARDING MARRIAGE

Sec.
6300. MILITARY WEDDINGS

SECTION 6100—REGULATIONS CONCERNING MARRIAGE

	Paragraphs
Marriages on board ship.....	6101
Marriage while on foreign duty.....	6102
Proxy marriages.....	6103
Fees.....	6104

6101. MARRIAGES ON BOARD SHIP

(a) The commanding officer of a ship shall not perform a marriage ceremony on board; nor shall he permit one to be performed except in accordance with the local laws and laws of the state, territory, or district in which the parties are domiciled; and when abroad in the presence of a diplomatic or consular official of the United States, who has consented to issue the certificates and make the returns required by the consular regulations.

(b) He shall report to the Secretary of the Navy all marriages occurring on board. Article 0777, *Navy Regulations*.

6102. MARRIAGE WHILE ON FOREIGN DUTY

(a) No member of Naval, Marine Corps, or Coast Guard Forces on duty in any foreign country or possession may marry without the approval of the senior commander of such forces stationed in that country, possession, or area. (Secretary of Navy letter of 20 December 1951 contained in *Navy Department Bulletin* 15 February 1952, 52-67.

(b) Secretary of Navy letter of 20 December 1951 shall not be construed to apply to personnel who marry

within the continental United States, including Alaska, while on leave or otherwise.

(c) Chaplains on foreign duty are enjoined to consult area command regulations as well as civil and consular regulations, for guidance concerning marriage.

6103. PROXY MARRIAGES

Proxy marriages are not recognized for immigration purposes under the *U. S. Code*. A discussion of the validity of marriage by proxy from a legal viewpoint is contained in *Navy Court Martial Orders* No. 1-1943, page 98. The concluding paragraph is quoted for information and guidance:

"It can be said, however, without hesitation, that such marriages should be discouraged and frowned upon with respect to naval personnel because of the uncertainty as to their validity, the possibility of fraud or undue influence being practiced in connection therewith, and the fact that the party who executes such a proxy may revoke or may die before the marriage ceremony is performed. Such marriages ought to be countenanced only for the most cogent reasons, such as to legitimize children, or other serious reasons; and then it should be done, if possible, with the aid of legal counsel." (File: JAG; JL: ac, 10 February 1943.)

6104. FEES

Consult paragraph 2304 of this *Manual*.

SECTION 6200—CIVIL LAWS REGARDING MARRIAGE

6201.

(a) The Chaplain must be familiar with the civil laws regarding his authority to perform marriages in the state or territory in which the ceremony takes place.

(b) The Chaplain should assure himself that his

authority and the license of the contracting parties are valid in the county or city in which the marriage is to take place.

(c) He should scrupulously carry out the instructions printed on the license regarding the filing of returns with the proper authorities.

SECTION 6300—MILITARY WEDDINGS

Definition.....	Paragraphs
Procedure.....	6301
Pre-martial counseling.....	6302
	6303

6301. DEFINITION

A military wedding is generally understood to be a marriage service for a bride and groom at least one of whom is in the uniform of the military forces and whose ushers are also in uniform.

6302. PROCEDURE

Procedure in a military wedding is essentially the same as that prescribed for any formal wedding by church law and by good social custom and etiquette. Uniform caps are put aside by the ushers as would be done with any other hat. Swords may be drawn by the ushers to create the arch of swords (after the ceremony) on the steps of the church or outside the entrance if it is at ground level. In order to accomplish

this, the bride and groom pause just inside the entrance while the ushers pass around them and form the arch. This ceremony of swords must be well rehearsed by the ushers to insure that the drawing and return of swords is done in unison. When swords are drawn inside the church or chapel as is done at the U. S. Naval Academy, it takes place just inside the choir rail as the bride and groom turn from before the altar, following the blessing, to begin the recessional. If this procedure is requested by the bridal party, the resident minister or priest of the church in which the wedding is to be solemnized should be consulted in advance as to the propriety of drawing swords within the church.

6303. PRE-MARITAL COUNSELING

It is a commendable practice of many Navy chaplains, wherever practicable and agreeable, to give pre-marital counseling in the area of religion to service personnel coming to them to be married.

Chapter 7

SPECIAL RELIGIOUS AND PATRIOTIC SERVICES

Sec.
7100. WEEKDAY RELIGIOUS SERVICES
7200. PATRIOTIC SERVICES

Sec.
7300. OCCASIONAL CEREMONIES

SECTION 7100—WEEKDAY RELIGIOUS SERVICES

	Paragraphs
Prayers and Devotions.....	7100
Lenten services.....	7101
Bible study classes.....	7102
Holy days, Rosary services.....	7103
Jewish holidays.....	7104
Religious observance of certain national holidays.....	7105

7100. PRAYERS AND DEVOTIONS

An increasing emphasis is being placed on week-day religious services. Chaplains should be alert to utilize every opportunity to promote religious activities. Some of the following are being carried out and have proved highly effective:

- (1) Morning and/or evening prayers particularly at sea and at Naval hospitals. Appropriate times are:
 - (a) After morning newscast.
 - (b) Just before or immediately after taps.
 - (c) In case of late darkness, before movies topside.
- (2) Vesper services.
- (3) Grace before lunch and dinner in wardroom.
- (4) Novena, Rosary, Benediction, etc.
- (5) Appropriate services before combat, or operations, etc.

7101. LENTEN SERVICES

The season of Lent is accepted by many religious bodies as an appropriate time for conducting a series of weekday religious services. Plans should be made well in advance, and, when approved by the commanding officer, announcement may be made through a variety of media depending on the funds and facilities available. Although the type of service will, to a great extent, be governed by the ecclesiastical practice and tradition of the chaplains participating, it should be remembered that the religious needs of service personnel will best be met during this season by services which take into account the variations in Christian worship procedure.

7102. BIBLE STUDY CLASSES

Classes for Bible study and religious discussion or instruction may be conducted. Such gatherings provide opportunity for the chaplain and service personnel

to become better acquainted on the common ground of their religious interest. When circumstances permit, the organization of these classes is recommended. The executive officer should be kept informed of such arrangements.

7103. HOLY DAYS, ROSARY SERVICES

Special services appropriate to the seasons and days of the Church calendar are conducted by chaplains of the Catholic faith.

(a) 1 January, Ascension Thursday, 15 August, 1 November, 8 December, and Christmas Day are Holy Days of Obligation for Catholics. These days are observed exactly as is Sunday. Divine services should be arranged.

(b) In the absence of a Catholic chaplain or civilian priest, the intent of article 0711 (3), *Navy Regulations*, can best be satisfied by arranging on Sundays and Holy Days to have a Rosary service led by a Catholic officer or enlisted man.

(c) A suggested form for the Rosary service—before a crucifix flanked by two candles set on an altar—may be the following:

Act of Contrition (in common).

Recitation of the Rosary.

Reading the Epistle and Gospel of the Mass for that day.

Act of Consecration to the Sacred Heart of Jesus (in common).

7104. JEWISH HOLIDAYS

Consult *Chaplains' Manual*, section 4702 (e) and 4902.

(a) Sabbath. As with all Jewish Holy Days, the day is a period between two successive sunsets. Sabbath services are traditionally conducted on Friday evening and Saturday morning.

(b) Other holy days of significance to Jewish personnel are Rosh Hashanah (New Year), Yom Kippur (Day of Atonement), and Pesach (Passover).

(c) The dates of Jewish high holy days occurring during the year are usually publicized by AINavs or

Bureau of Naval Personnel circular letters, together with the current leave policy authorized by the Chief of Naval Personnel.

7105. RELIGIOUS OBSERVANCE OF CERTAIN NATIONAL HOLIDAYS

(a) Among the national holidays listed in article 2186, *Navy Regulations*, are three for which religious services are appropriate: Memorial Day, Thanksgiving Day, and Christmas Day.

(b) Memorial Services for the dead, for national

leaders, and the dedication of cemeteries are all occasions for religious services.

It should be borne in mind that in all services described in subparagraphs (a) and (b), chaplains of different faiths may be unable to participate in a union service because of religious convictions. Separate services can be arranged, each chaplain being allowed to follow the norms of his own church and his own conscience. No chaplain will be asked to violate his conscience in this matter. See also *Chaplains' Manual* 7201.

SECTION 7200—PATRIOTIC SERVICES

	Paragraph
Authority-----	7201

7201. AUTHORITY

Consult article 2187, *Navy Regulations*. In the holding of patriotic services, no program should ever be arranged for a union service in which chaplains of

different faiths are to participate without consultation and agreement with the chaplains concerned that the proposed program is one in which they can participate. The chaplain's conscience is the final judge as to whether a proposed program is of a religious nature that precludes his taking part. Catholic chaplains are referred to *Vademecum*.

SECTION 7300—OCCASIONAL CEREMONIES

	Paragraphs
Commissionings and launchings-----	7301
Dedications, flag raisings-----	7302

7301. COMMISSIONINGS AND LAUNCHINGS

These ceremonies take place in a navy yard or private shipyard. A platform is usually constructed near the bow of the vessel awaiting launching, for the use of those taking part in the ceremony. Commissioning ceremonies take place on board the vessel itself usually on or near the quarter-deck. The chaplain must plan to be on hand in plenty of time to be informed

by the officer in charge of arrangements of the place assigned him during the ceremony. For typical prayers at these ceremonies consult *Navy Chaplain* page 150.

7302. DEDICATIONS, FLAG RAISINGS

Navy chaplains may be requested from time to time to participate in public ceremonies of a military or semimilitary character. Insofar as circumstances permit, commanding officers may, for such purposes, when within a reasonable distance, authorize the absence of chaplains under their command.

Chapter 8

CASUALTY REPORTS AND CALLS

Sec.
8100. PROCEDURES
8200. CASUALTY CALLS BY CHAPLAINS

Sec.
8300. LETTERS OF CONDOLENCE

SECTION 8100—PROCEDURES

	Paragraphs
General.....	8101
Action taken by Bureau of Naval Personnel.....	8102
Action taken by naval districts.....	8103

8101. GENERAL

Instructions in connection with the report of deaths are contained in *Navy Regulations 0705*; *Bureau of Naval Personnel Manual C-9801 to C-9813*; *Manual of Medical Department*, chapter 17; and in current AlNavs and directives.

8102. ACTION TAKEN BY THE BUREAU OF NAVAL PERSONNEL IN CASES OF CASUALTY OCCURRING OUTSIDE THE CONTINENTAL UNITED STATES

(a) Before the Casualty Branch of the Personnel Affairs Division of the Bureau of Naval Personnel makes any notification on a casualty, a careful check is conducted to make certain that the man named in the communication is properly identified. If the casualty reported has occurred in the continental United States, notification of next of kin is made by the local activity having jurisdiction.

(b) All information in the officer's or man's jacket is studied to establish the correct next of kin and beneficiary. To verify the information found there, other sources available, such as Family Allowance files, Dependents Assistance files and Record of Emergency Data DD-93, are thoroughly checked.

(c) Accuracy is a fundamental requisite of every person working in the section.

(d) The Bureau makes notification by telegram to the next of kin of men reported dead, missing, a prisoner of war, seriously or critically ill, or wounded. The policy of making prompt notification and assuring that they do not receive prior notification through some other media is strictly observed. In the cases of casualties where the men are not seriously or critically wounded or injured, notification is made by letter to avoid shock or receiving telegrams. If known, details of casualty and address are included in the letter.

(e) As much information as possible is given, but often security prevents disclosure of details.

(f) The telegrams are sent out over the signature of the Chief of Naval Personnel.

(g) Telegrams sent by the Bureau of Naval Personnel are not delivered by Western Union between 2200 and 0700. They are never mailed or telephoned directly to the addressee except when the addressee is located far beyond a delivery area. Even then, in most cases, the wires are delivered by special courier.

(h) The wishes of officers and men, when such wishes are known, as to who shall be notified in the event of their becoming casualties are carried out scrupulously. Often, a man requests that his wife, who is expecting a child, not be notified until after the child has been born. Some other close relative is informed instead. In addition to the next of kin, the Bureau notifies as many relatives and friends as may be listed in the record for that purpose. If the wife only is named on the latest report, the file is examined to determine whether the parents may be living in order to send them a notification also.

(i) In the Washington, D. C., area, the Chaplain Corps is informed of dead and missing casualties before the wire is sent out. A chaplain makes a personal visit to the next of kin, after which a confirmation wire is sent.

(j) For the use of chaplains in areas outside Washington, D. C., the Bureau of Naval Personnel forwards regularly to naval districts data concerning officer and enlisted personnel reported as missing or dead whose next of kin reside in that area. The data include a copy of the "certification", NavPers 2059, which shows the nature of the casualty, identifying data as to the person involved, and the name and address of the next of kin. This should reach the naval districts within a week after the next of kin have been notified officially by telegram. If a Navy chaplain is within reasonable distance, a personal call is made on the next of kin; otherwise, a letter of condolence is sent.

(k) A further step in notification of the next of kin of deceased personnel, which follows within a few days after the telegram, is a letter of condolence from the

Secretary of the Navy. A letter of condolence is sent by the man's commanding officer and, usually, one is sent also by the chaplain who read the burial ritual. These letters should not make commitments or express opinions which may be inconsistent with findings.

(l) In the cases of missing men, a letter is sent by the Bureau enclosing the *Reported Missing* booklet, NavPers 15035.

(m) When a man previously reported missing is later reported or determined to be dead, his next of kin are notified of that fact by dispatch. Allotments will be stopped by the Bureau of Supplies and Accounts when advised that his status has changed.

(n) The Veterans' Administration is notified of a man's death so that it may take care of the details of insurance and compensation.

(o) Navy Relief Society is informed so that it will be prepared to give aid if necessary.

(p) The Navy Mutual Aid Association is notified about casualties among its members.

(q) The next of kin are sent a benefit leaflet which furnishes data as to the rights and benefits to which they may be entitled. Claim forms for death gratuity and arrears of pay are forwarded when appropriate.

(r) The Bureau of Supplies and Accounts is notified as to the status of dead, missing, and prisoner of war casualties, in order to take action on allotments, insurance, arrears of pay, etc.

(s) The Bureau of Medicine and Surgery is notified.

It will write to the next of kin about transferring remains for burial in this country and will issue death certificates on request.

(t) Clothing and all other personal effects are forwarded to the next of kin in accordance with the *Bureau of Naval Personnel Manual C-9808*.

(u) The Fleet Post Office Directory is informed. Thus, mail addressed to the man is returned to the sender or forwarded to the next of kin.

(v) From the time the report of casualty reaches the Bureau until the last possible service for the man and the loved ones he has left behind has been rendered, the Casualty Branch works with the utmost diligence to lessen the shock and pain to the next of kin who are recipients of casualty dispatches.

8103. ACTION TAKEN BY NAVAL DISTRICTS

Upon receipt of the Casualty Report (see par. 8102 (j)), the district chaplain will make arrangements whereby a Navy chaplain will visit families where practicable. It is realized that there are factors which would not permit this practice in all cases; for instance, the distance involved. Although the official telegram assures prompt receipt of the sad news, the impersonal nature of a telegram has been a matter of concern to the Bureau of Naval Personnel. It is known that when naval personnel are officially reported as missing or dead, their families appreciate a call from a Navy chaplain.

SECTION 8200—CASUALTY CALLS BY CHAPLAINS

	Paragraphs
Purpose	8201
Precautions to be observed	8202

8201. PURPOSE

The primary purpose of the call to be made by the chaplain is to add a personal word of sympathy in behalf of the Navy Department to the impersonal official telegram. The chaplain is the appropriate representative because of his experience in dealing with persons who have received, or are to receive the sad news of a casualty affecting a loved one. He will, of course, offer any assistance that may be desired within the limits of military security and his professional capacity.

8202. PRECAUTIONS TO BE OBSERVED

(a) Chaplains are reminded that as much information as possible is given on the casualty report form and that often security prevents disclosure of further information.

(b) Read the casualty report form carefully before making your visit. Refer to the *Reported Missing* booklet, NavPers 15035, if doubtful about the meaning of the casualty status. Any change in status or circumstances from previous reports will be indicated on this report form, NavPers 2059 revised 1-1945.

(c) Reserve Chaplains making these calls should be in uniform.

SECTION 8300—LETTERS OF CONDOLENCE

8301.

Consult *Chaplains' Manual* section 5102 for information and regulations in connection with this subject. When death of Naval personnel occurs in Korea, and

remains are interred there; and subsequently disinterred by the Army, (Office of the Quartermaster General), and returned to the United States for burial, notification of next of kin is made by the Bureau of Naval Personnel, Casualty Branch.

Chapter 9

TRAINING AND EDUCATION

Sec.
9100. TRAINING AND EDUCATION OF ENLISTED PERSONNEL

9200. U. S. NAVAL PREPARATORY SCHOOL

Sec.
9300. EDUCATIONAL OPPORTUNITIES PROVIDED BY THE INFORMATION AND EDUCATION (I & E) PROGRAM

9400. SCHOOL AND COLLEGE CONCESSIONS TO CHILDREN OF NAVY PERSONNEL

SECTION 9100—TRAINING AND EDUCATION OF ENLISTED PERSONNEL

	Paragraphs
Advancement in Rate, Rating.....	9101
Officer Training for Enlisted Personnel.....	9102
Training Methods.....	9103

9101. ADVANCEMENT IN RATE OR RATING

Consult *Bureau of Naval Personnel Manual C-7201* (Navy) and H-3601 (Naval Reserve) for details on advancement of enlisted personnel. For specific information on knowledges and skills which an enlisted person must possess to qualify for a specific rate, consult the *Manual of Qualifications for Advancement in Rating*, NavPers 18068. For general information on the various individual ratings consult *Your Future in the Navy*, NavPers 90109-A. General information of interest in navy training is contained in the *Naval Training Bulletin*, a monthly periodical published by the Bureau of Naval Personnel. Specific details of the procedures involved in advancement in rate or rating change from time to time. Such changes are published in the *Navy Directives Systems* (formerly *Navy Department Bulletin*). Each such Circular Letter remains in force until cancelled and superseded by its successor.

9102. OFFICER TRAINING FOR ENLISTED PERSONNEL

(a) There are five ways by which enlisted personnel may advance to commissioned rank:

- (1) Direct appointment
- (2) U. S. Naval Academy
- (3) Naval Reserve Officers Training Corps
- (4) Officer Candidate School Program
- (5) Naval Aviation Cadet Training Program

(b) *Direct appointment*: It is possible for enlisted personnel to be appointed to commissioned rank if they meet certain requirements prescribed by the Secretary of the Navy.

(c) *U. S. Naval Academy*: Each year, all qualified

enlisted men in the Navy are given an opportunity to compete for entrance to the U. S. Naval Academy. Candidates must have the necessary qualities of leadership and character, must be suitable officer material, must have the proper educational background, and must be recommended by their commanding officers. Successful candidates are sent to the U. S. Naval Preparatory School, at which they are assisted in meeting the entrance requirements.

(d) *Naval Reserve Officers Training Corps*: Each year, all qualified enlisted men in the Navy are given an opportunity to compete for entrance to the NROTC, which trains officer candidates at certain colleges and universities throughout the nation. Requirements and procedures are similar to those outlined above for the U. S. Naval Academy, including an opportunity for a brief refresher course at the U. S. Naval Preparatory School, prior to matriculating at one of the NROTC colleges.

(e) *Officer Candidate School Program*: Enlisted personnel of the Navy who have been awarded a baccalaureate degree by an accredited college may apply for admission to the Officer Candidate School Program. Successful candidates are given an intensive officer indoctrination course prior to being appointed to commissioned rank.

(f) *Naval Aviation Cadet Training Program*: Enlisted personnel of the Navy who have had two years of satisfactory attendance at an accredited college may apply for transfer to the Naval Aviation Cadet Training Program. After flight training, successful candidates are appointed to commissioned rank as naval aviators.

(g) Complete details on officer training for enlisted personnel will be furnished by the Bureau of Naval Personnel. *Regulations Governing the Admission of*

Candidates into the U. S. Naval Academy as Midshipmen and Sample Examination Papers, NavPers 15010, reprinted annually by the Bureau of Naval Personnel, contains complete information concerning appointments to the Naval Academy.

Consult the *Navy Directives System*, which now replaces the *Navy Department Bulletin*, for current directives on all of the programs described above. Frequent articles in the *Naval Training Bulletin*, published monthly by the Bureau of Naval Personnel, describe the various officer training programs.

9103. TRAINING METHODS

For information on methods in Navy instruction and training consult:

Manual for Navy Instructors, NavPers 16103-B

Education and Training, NavPers 1C827

Construction and Using Achievement Tests, NavPers 16808-A

How to Use Training Aids, NavPers 12500

Shipboard Training Manual, NavPers 90110

Naval Training Bulletin (published monthly by Bureau of Naval Personnel)

SECTION 9200—U. S. NAVAL PREPARATORY SCHOOL

Paragraphs
Basic instructions for selection of candidates.----- 9201

9201. BASIC INSTRUCTIONS FOR SELECTION OF CANDIDATES

Regulations governing the selection and appointment of candidates for admission to the United States Naval Preparatory School from among the enlisted men of the

Navy are contained in the *Bureau of Naval Personnel Manual*, C-1203, D-2308, and D-2309. These basic instructions are subject to modification by current directives and circular letters which should be consulted before initiating or recommending action on behalf of interested personnel.

SECTION 9300—EDUCATIONAL OPPORTUNITIES PROVIDED BY THE INFORMATION AND EDUCATION (I & E) PROGRAM

Paragraphs
Information and Education Officer.----- 9301
Basic References----- 9302
The Voluntary Education Phase of the Program----- 9303
Accreditation----- 9304
Information Phase of Program----- 9305
Basic Education----- 9306

9301. THE INFORMATION AND EDUCATION OFFICER

Through I & E officers stationed at every naval activity ashore and afloat, the Navy extends to all hands the opportunity to participate, on a voluntary basis, in an extensive educational program. It is designed to supplement training, to keep personnel informed, and to meet the intellectual interest of the individual. The chaplain should in all cases be generally familiar with the program and there should be full cooperation with the I & E Officer attached to the ship or station. The basic references for the administration of this program are listed in 9302.

9302. BASIC REFERENCES

The basic references for this program are:

- (1) *Bureau of Naval Personnel Manual*, B-2314, D-2103, D-2304 (2).
- (2) BuPers Circular Letters 156-50, 161-50, 178-50 (or later revisions).
- (3) *Information and Education Manual*, NavPers 16963.
- (4) *USAFI Catalog*.
- (5) *Information and Education Newsletter* (monthly).
- (6) *USAFI Information Letter* (monthly).
- (7) *Naval Training Bulletin* (monthly).

9303. THE VOLUNTARY EDUCATION PHASE OF THE PROGRAM

Through the Voluntary Education Phase of the Program a full curriculum of academic education is offered naval personnel. Through the U. S. Armed Forces Institute (USAFI) which is the core of the program, and through cooperating schools and colleges; high school, vocational, and college correspondence and self-study courses, and examinations are available. In addition, basic education materials and directives; off-duty classes for which the hire of civilian instructors is authorized; tuition aid for those desiring to attend extension classes or on-campus classes conducted by local colleges and universities; and, spoken language materials, are offered.

9304. ACCREDITATION

The Commission on Accreditation of Service Experiences of the American Council on Education evaluates both USAFI courses and tests and in-service training in terms of civilian academic credit and makes credit recommendations to civilian educational institutions and agencies. On the basis of their recommendations, the Navy accepts USAFI courses and tests as meeting academic educational requirements. Civilian educational institutions and agencies also usually accept the Commission's recommendations. *It is not the prerogative of the Department of the Navy to recommend academic credit for Navy in-service training to civilian educational institutions.*

9305. THE INFORMATION PHASE OF THE PROGRAM

The purpose of the information phase of the I & E Program is to provide all hands with a comprehension of the principles of democracy, a recognition of current issues, an understanding of the mission of the Armed Forces, and a realization of the importance of the individual. The Bureau provides materials and recommends methods. It is the responsibility of the Commanding Officer to organize a program best fitted

to the needs of his command and to insure the effective use of the materials furnished.

9306. BASIC EDUCATION

Commanding Officers are required to provide instructions for those individuals assigned to them who are below the level of completion of fourth grade in education. Procedures for the administration of this phase of the I & E Program will be found fully set forth in the *Information and Education Manual* NavPers 16963, chapter 5.

SECTION 9400—SCHOOL AND COLLEGE CONCESSIONS TO CHILDREN OF NAVY PERSONNEL

	<i>Paragraphs</i>
List of Schools and Colleges.....	9401
Denominational Concessions.....	9402

9401. LIST OF SCHOOLS AND COLLEGES

Many schools and colleges grant concessions, varying from discounts in tuition to full scholarships, to children of officers and enlisted personnel of the U. S. Navy. A representative list of such schools appears in *Schools and Colleges Granting Concessions to Sons and Daugh-*

ters of Officers and Enlisted Personnel, U. S. Navy, NavPers 15003. Up-to-date information on a particular school may be obtained from the Bureau of Naval Personnel.

9402. DENOMINATIONAL CONCESSIONS

Chaplains are reminded that many denominationally sponsored schools and colleges grant scholarships to children of ministers.

Chapter 10

CORRESPONDENCE

Sec.
10100. GENERAL INSTRUCTIONS
10200. SAMPLE LETTERS

Sec.
10300. LIST OF USEFUL ADDRESSES

SECTION 10100—GENERAL INSTRUCTIONS

	Paragraphs
Regulations and instructions.....	10101
Items for Special Attention of Chaplains.....	10102

10101. REGULATIONS AND INSTRUCTIONS

(a) The basic instructions for correspondence practice in the Navy are contained in *Navy Regulations*, chapter 16.

(b) The regulations have been modified for use by the shore establishment. Detailed information for the preparation of all types of official correspondence ashore and afloat is contained in the *Navy Correspondence Manual* (NavExos P-388), which may be obtained upon request from the Records and Publications Section, Administrative Office, Navy Department, Washington 25, D. C.

(c) Any letter will be more effective if it is carefully planned. Helpful suggestions for formulating an official letter are contained in the *Navy Correspondence Manual*. Consult section on "Planning the Letter." par. 6, pp. 44-45.

10102. ITEMS FOR SPECIAL ATTENTION OF CHAPLAINS

(a) Regardless of the signature appearing on correspondence received from the Chaplains Division, ALL (except strictly personal) letters should be addressed to:

Bureau of Naval Personnel
Chaplains Division
Navy Department
Washington 25, D. C.

(b) The use of the "official business" franked envelope is limited to official Navy business. If all or part of the contents is not intended to be read by someone other than the addressee in the event of his absence from the office, the franked "official business" envelope should not be used.

(c) Attention is directed to articles 1248, 1249, *Navy Regulations*, which prohibits unauthorized requests for action made to Members of the Senate or the House of Representatives of the United States.

SECTION 10200—SAMPLE LETTERS

10201.

(Letterhead)

8 Feb 1952

Mr. Albert B. Tomas
812 N. Honor Street
Owensboro, Ky.

My dear Mr. Tomas,

Your letter to Chaplain concerning leave for your son Albert has been referred to me, as he is now a student in the Machinist's School under my direction.

Our present instructions from the Bureau of Naval Personnel do not permit the granting of leave except in case of emergency, such as death in the family, serious illness, or some other urgent matter. I am very sorry that under present circumstances we will not be able to grant the leave

requested. Upon the completion of his course of instruction, your son will be eligible for leave and may request a delay in reporting to his next place of duty, said delay to count as leave.

The instructors at the school report that your son is doing excellent work and gives every indication of setting forth on a successful career in the Navy.

Sincerely,
/s/ F. C. Mech
F. C. MECH
Commander, USN
Officer-in-Charge
Fleet Service Schools

10202.

Situation: Wife of enlisted man writes the Commanding Officer that he is not supporting her and

their infant son and that he has not made any reply to her letters of appeal. The Commanding Officer sends letter with memo requesting investigation by chaplain and preparation of reply for his (the Commanding Officer's) signature.

(Letterhead)

9 Feb 1952

Mrs. John Seaman
18 Front Street
Watertown, Indiana

My dear Mrs. Seaman,

Following receipt of your letter regarding your husband, John Seaman, I arranged to have him interviewed by the chaplain in order that he might be advised of his obligations to you and your baby.

Your husband informs us that your complaint as outlined in your letter is not altogether accurate as to facts. He states that he has been sending you fifty dollars regularly each month in addition to the amount he contributes to the family allowance provided by the Government. He substantiates the claim with receipts for postal money orders sent to you. This appears to us to be a generous commitment of your husband's service pay and in accord with such minimum standards for financial support of dependents as are established by the Bureau of Naval Personnel.

If you have not been receiving the family allowance through the Bureau of Supplies and Accounts or the cash supplement sent direct by your husband during the past six months, please inform us at once so that further investigation of the matter can be made. It might also be suggested, in the event you are having difficulty budgeting your present income, that the Home Service Secretary in the office of your local chapter of the American Red Cross may be able to render much counsel and assistance in managing your home finances.

Your very truly,
/s/ A. B. Rhea
A. B. RHEA
Captain, USN
Commanding

10203.

Letter for chaplain's signature.

(Letterhead)

9 Feb 1952

Mrs. John Seaman
18 Front Street
Watertown, Indiana

My dear Mrs. Seaman,

At the request of the commanding officer, I discussed the matter of your support with your husband. You have been informed by Captain Rhea of the reply your husband has made to the claims outlined in your letter. The family allowance is a matter of record and your husband's pay accounts have been regularly checked for the amount of his contribution during the past six months. The question of the fifty dollars monthly which he claims to have sent you since entering the service appears to be backed up by money order receipts which he has kept as a record.

Your husband has established an excellent reputation for dependability and there seems to be no reason for us to question the evidence which he presents. On the other hand we desire to help you meet your problem of support for yourself and your child and if you have not received the money which your husband has provided and that to which you are entitled under the Family Allowance Act please communicate at once with Captain Rhea or with me.

At the suggestion of your husband I am communicating with the American Red Cross and suggesting that a representative of their Home Service get in touch with you to assist in any way possible. However, I should like to recommend that you take the initiative in the matter of getting in touch with them at once since it will take a little time for my letter to result in action by the local chapter.

Sincerely,

/s/ (Signature)
CHAPLAIN'S NAME IN CAPS
Chaplain, USN

10204.

Situation: Letter from enlisted man's mother received and turned over to chaplain with request that he (the chaplain) reply over his own signature.

(Letterhead)

5 March 1952

Mrs. A. B. Cook
10 Shady Lane
Boston, Mass.

My dear Mrs. Cook,

Captain Rhea has asked me to reply to your letter regarding your son, James Cook. It gives me an opportunity to write you which I especially appreciate because I have been acquainted with your son since his arrival aboard this vessel for duty.

As you know, James came aboard directly after his recruit training at Great Lakes. Like most young men of his age group, he was thrilled and at the same time somewhat confused by life aboard a man-of-war. Here before him was the life for which he had spent those weeks of training. Ahead lay the cruise at sea and possible contact with the enemy. It was to be expected that a period of adjustment must follow until he fell into the normal routine of the ship's organization. It was, I am sure, during this period that his letters conveyed to you his fears and misgivings.

My conversation with him yesterday convinces me that he was not aware that his letter could have disturbed you, particularly since he is now so well-oriented that he has forgotten there was a day when he was troubled by doubts and difficulties. He has proved himself an able seaman and a good shipmate. The library has been able to meet some of his needs for recreational reading and it was as a result of these visits during library hours that I first met him.

Some of his letters written following our departure from our last port of call may not have reached you before you wrote to Captain Rhea. Certainly by the time this letter reaches you, they will have in the meantime arrived and should reveal that James has a happier point of view and that his experiences during the last few weeks have established his old self-confidence and eagerness of spirit.

Faithfully,
/s/ J. A. Reading
J. A. READING
Chaplain, USN

10205.

Situation: General letter to next of kin.

U. S. S. AMERICA
c/o Fleet Post Office
New York, N. Y.

1 June 1952

Mrs. J. T. Jones
6 Seaport Lane
Atlantic, Mass.

My dear Mrs. Jones,

In view of the fact that your son, Phillip Jones, is a member of the crew of the U. S. S. AMERICA, the Commanding

Officer, Captain J. J. Smith, USN, has asked me to convey to you his cordial greetings together with the following information.

The U. S. S. AMERICA is the finest ship which engineering ability and mechanical skill can produce. All of the latest advances in the science of shipbuilding have been incorporated in her to insure her safety and durability and to enhance her fighting qualities. I am sure that every officer and man aboard is proud to serve on so fine a ship.

The Commanding Officer concurs wholeheartedly with the Navy Department's views on the importance of religion and desires to assure you that every reasonable effort will be made to enable each man to worship according to the dictates of his conscience as frequently as ship operations will permit. In addition to the spiritual, the physical condition is of prime importance; and to that end, a competent staff of medical officers and corpsmen with excellent hospital equipment is prepared to safeguard the health of the crew and to meet any emergency. Opportunity for healthful and enjoyable athletics and recreation will be afforded as often as possible under wartime conditions. In short, the U. S. S. AMERICA, in addition to being one of Uncle Sam's finest fighting ships, has every facility for insuring the health, happiness, and well being of everyone aboard.

You can be of incalculable assistance in maintaining high morale by continuing to write cheerful letters regularly even though the operations of the ship should prevent regular replies. Because the safety of the ship and crew depend to a great extent upon secrecy of operation, you are urged not only to refrain from inquiries concerning the location or movement of the ship but also to discourage your son from the very natural desire to inform the folks back home of the places he has been and the things he has seen. The importance of this latter request cannot be stressed too greatly. Captain Smith sincerely regrets that the number of men on board and the many demands made upon his time preclude the writing of a personal letter, but asks you in no wise to doubt the sincerity of his sentiments because of the manner in which they are conveyed.

Very sincerely yours,
/s/ (Signature)
NAME IN CAPITALS
Chaplain, U. S. Navy

10206.

Situation: The following letter is an excellent example of the direct approach in forestalling communications which would adversely affect morale:

U. S. S. HAMUL (AD-20)
c/o Fleet Post Office
San Francisco, California

In reply
refer to:
AD 20/gbn

Dear Mrs. -----

This ship, of which your husband is a valued member of the "team" operating her, is about to leave the West Coast

of the United States and will soon be on station "somewhere in the Pacific." It is a pleasure to have him aboard, and I assure you that all possible measures will be taken to insure his health, safety and happiness. There is a very important contribution in this direction which you can make, and it is of this that I am writing.

During several years experience in the far Pacific during World War II, I frequently saw men demoralized and distraught by inadequate mail from home, or worse; the wrong kind of letters or telegrams. Your husband wants to hear from you, even though he may be very busy at times and is not able to answer each letter. Besides, mail sometimes does not leave the ship as frequently as it is received. Write to him frequently.

Particularly important is the kind of letters and messages which your husband receives. Problems and emergencies may arise, but for your husband's own sake, I beg of you that you handle such matters as calmly as possible. Your husband will want to know of such matters, but it will be doubly hard on him if the first news he has is a telegram with just a few bare facts—and then has to wait several weeks for a letter containing the details. Let him have all the facts at one time, in a letter, and what you are doing about the trouble.

Please do not beg him to come home. Transportation, especially air transportation, is very scarce and must be reserved for the movement of men and materials which contribute directly to our national effort. In due time the ship will return to the United States.

If you have very disturbing news for your husband which you would rather have someone else convey to him, please feel free to communicate directly with me or with the Chaplain. In this case also, a letter with all the details is much better than a telegram with just a few bare facts.

Remember that the American Red Cross has the machinery and the trained personnel for assisting the families of servicemen and stands ready to help. Do not hesitate to go to them in any emergency or trouble.

All the members of a ship's company are part of a closely-knit family. Each of us is working to insure the safety, health and well-being of all of us. But your husband's peace of mind regarding conditions at home is in your hands. For his sake I ask your consideration and help.

With very best wishes.

Sincerely,

/s/ F. A. Munroe, Jr.
F. A. MUNROE, JR.
Captain, U. S. Navy,
Commanding

SECTION 10300—LIST OF USEFUL ADDRESSES

	Paragraphs
Protestant -----	10301
Jewish -----	10302
Catholic -----	10303
General -----	10304

10301. PROTESTANT

General Commission on Chaplains
122 Maryland Avenue, N. E.
Washington 2, D. C.

United Fellowship of Protestants
122 Maryland Avenue, N. E.
Washington 2, D. C.

Chaplains Aid Association
29 East 50th Street
New York 22, New York

10302. JEWISH

Division of Religious Activities
National Jewish Welfare Board
145 East 32nd Street
New York 16, New York

10303. CATHOLIC

The Military Ordinariate
30 East 51st Street
New York 22, New York

10304. GENERAL

The American National Red Cross
National Headquarters
Washington 13, D. C.

Navy Relief Society
Navy Department
Washington 25, D. C.

Superintendent of Documents
Government Printing Office
Washington 25, D. C.

United States Armed Forces Institute
Madison 3, Wisconsin

Chapter 11

BENEFITS AND AID

Sec.	Sec.
11100. PERSONAL AFFAIRS AND AID FOR DEPENDENTS	11300. AMERICAN RED CROSS
11200. NAVY RELIEF SOCIETY	11400. EMERGENCY LOANS (RECREATION FUND)

SECTION 11100—PERSONAL AFFAIRS AND AID FOR DEPENDENTS

Consult *Bureau of Naval Personnel Manual*, part C, chapter 9, or *Marine Corps Manual* 1949, chapter 17,

for information concerning personal affairs of Navy or Marine Corps personnel and aid for their dependents.

SECTION 11200—NAVY RELIEF SOCIETY

The Navy Relief Society is an organization designed to provide service and assistance to Naval Personnel and their dependents in time of need. All chaplains should be familiar with the instructions contained in

the *Navy Relief Society Manual for Auxiliaries*. These should be strictly adhered to. See also the latest information published by Personal Affairs Division, Bureau of Naval Personnel.

SECTION 11300—AMERICAN RED CROSS

(a) See article 0738, *Navy Regulations*.

(b) The chaplain will be particularly concerned with the Home Service program of the American Red Cross. The primary responsibility of Home Service is to assist service men and ex-service men and their families in meeting those needs which arise from the man's service in the armed forces. Home service in Red Cross chapters carries out this responsibility through the following functions:

(1) *Communication and information service*—Assistance with communications between service men and their families and with inquiries in regard to their welfare; information concerning regulations and legislation affecting service and ex-service men and their dependents.

(2) *Reporting service*—Cooperation with the military and naval authorities by obtaining social history material required for medical treatment, and by making reports on home conditions needed by commanding officers in deciding questions of furlough, clemency, etc. The confidential nature of Red Cross reports is

established by Bureau of Naval Personnel Circular Letter 20-52, *Navy Department Bulletin* 52-67, 15 February 1952.

(3) *Claims service*—Assistance to disabled ex-servicemen and their dependents and to dependents of deceased men in presenting claims for pensions and other government benefits.

(4) *Family service*—Financial aid for special needs not provided for from public funds and basic maintenance when public relief is not available; consultation and helpful activity directed toward meeting those family difficulties which do not require financial aid; referral service enabling the client to make use of the resources of other organizations providing services not within the Home Service program.

(c) Requests for assistance through the Home Service program of the Red Cross should be made through the office of the nearest Red Cross field director when possible. If no Red Cross field director is available, all requests for such information will be forwarded direct to the National Headquarters of the American Red Cross, Washington 13, D. C.

SECTION 11400—EMERGENCY LOANS (RECREATION FUND)

Non-interest-bearing emergency loans to enlisted personnel attached to a ship, station, or post may be made from the recreation fund of Naval and Marine

Corps activities, provided that each such loan shall require the approval of the commanding officer after a finding by him that a real emergency exists, and

provided also that such loans shall be made only on board ship or at such stations and posts as are not accessible to Navy Relief, the Red Cross, or similar welfare organizations. Every effort must be exerted to assure that the loan is collected prior to the transfer

of the individual securing the loan. (Bureau of Naval Personnel Circular Letter 68-49, enclosure (a) section III, par. (8) (b) (20) *Navy Department Bulletin* 49-319).

Chapter 12

LIBRARIES

Sec.
12100. GENERAL
12200. PROCUREMENT AND SUPPLY

Sec.
12300. RECORDS AND CATALOGING

SECTION 12100—GENERAL

	Paragraphs
Regulations and Authority.....	12101
U. S. Marine Corps.....	12102
U. S. Coast Guard.....	12103
Administration.....	12104

12101. REGULATIONS AND AUTHORITY

Consult C-9601, C-9604, *Bureau of Naval Personnel Manual*.

12102. U. S. MARINE CORPS

The Bureau of Naval Personnel provides books and library service for Marine Corps shore stations and the Fleet Marine Force as well as for Naval Personnel. Consult *Marine Corps Manual*, Volume 1, 17103.

12103. U. S. COAST GUARD

Library service for the Coast Guard is not provided by the Navy Department except when under Navy command. Requests for library service from Coast Guard Units should be referred to the Commandant, U. S. Coast Guard.

12104. ADMINISTRATION

(a) On board ships to which chaplains are assigned and at small shore stations, when so designated by the commanding officer, the chaplain is the officer in charge of the library. He shall supervise the work of personnel assigned to operate the library. He shall encourage and stimulate reading and library use. Assistance concerning library operations and administration may be obtained from the Bureau of Naval Personnel (Library Services Branch) and from district librarians on the staff of most district commandants.

(b) Regular library hours should be established and maintained at such times as will permit maximum use during the free time of personnel. Wherever possible, adequate provision for a reading room should be made. Sufficient space and a location easily accessible to personnel will contribute to the library's effectiveness.

(c) Rules and regulations governing the use of the library and loan of books should be as brief and simple as possible. Rules should be drafted with the purpose in mind of encouraging library use and making the books available to the greatest number of personnel.

SECTION 12200—PROCUREMENT AND SUPPLIES

	Paragraphs
General.....	12201
Apportionment of funds for books.....	12202
New books.....	12203
Requests for replacements.....	12204
Exchange.....	12205
Periodicals.....	12206

12201. GENERAL

Book collections are issued, upon commissioning, to all ships. Most shore-based activities are also supplied with library collections but air squadrons are expected to use the ship or base library where assigned. After commissioning, new books are provided periodically. Books are stocked and issued at the Bureau of Naval

Personnel direction from either the Navy Supply Depot, Norfolk, Virginia; or the Naval Supply Depot, Oakland, California, on authority of the Bureau of Naval Personnel. Books are paid for prior to issue and no allotments are made to cover cost. Accounting records are kept by the supply officer in accordance with the *Bureau of Supplies and Accounts Manual*. Fiction and nonprofessional books may be exchanged between ships or between ships and shore stations if desired. See *Bureau of Naval Personnel Manual*, C-9602.

12202. APPORTIONMENT OF FUNDS FOR BOOKS

The book funds appropriated for Navy libraries are apportioned among the ships and shore stations accord-

ing to the type of ship or activity, duty and complement. These are administered by the Bureau of Naval Personnel and no allotments of funds are made for book purchases. The amount set up for each ship and shore activity covers all books provided, including shipments of new books, replacements, and new technical material. Requests for additional books made necessary by an increase in complement or some other special situation should be made by the commanding officer to the Bureau of Naval Personnel.

12203. NEW BOOKS

New books are furnished periodically without requisition from the activities concerned. Both fiction and nonfiction are included in these shipments. These are sent to provide a continuing flow of new material to keep book collections up to date. The new books supplied without request are in no case expected to provide all the books needed by a ship or shore activity. Requests for special or additional material should be made to the Bureau of Naval Personnel via official channels.

12204. REQUESTS FOR REPLACEMENTS

Requests for replacements of lost, worn out, or obsolete books should be directed to the Bureau of Naval

Personnel. It is not always necessary to replace specific books. Frequently newer material is available or has already been supplied or the need for the subject no longer exists. Careful consideration should be given before replacement is requested. Requests may be by individual title or for books on special subjects. If requests are made by subject, the number of books desired should be specified. It is desirable to have a variety of books on many subjects of interest to Naval Personnel.

12205. EXCHANGE

Books may be exchanged, and, in most instances additional books obtained for emergency needs through the various district librarians.

12206. PERIODICALS

No library appropriation provides for the purchase of periodicals. Periodicals may be purchased from any of the funds devoted to welfare. Consult *Chaplain's Manual*, section 13200 for funds available. Suggestions from personnel of the command should be invited to determine preferences for magazines and newspaper subscriptions. The Bureau of Naval Personnel may be consulted concerning periodical subscription agencies.

SECTION 12300—RECORDS AND CATALOGING

	Paragraphs
Classification	12301
Cataloging	12302
Catalog records	12303
Shelving	12304
Records of loans	12305
Reports	12306

12301. CLASSIFICATION

Book collections of 1,000 or more volumes will be most useful if classified and cataloged in accordance with a modified Dewey Decimal Classification scheme adapted for Navy libraries. A mimeographed pamphlet of instruction for ships and small station libraries is available upon request to the Bureau of Naval Personnel (Library Services Branch) and contains the classification table and index. This system is designed to bring together on the shelves all books pertaining to the same subject thus facilitating their use. The classification number should be written on the inside of the back cover and also in white ink on the back of the book a uniform distance from the bottom, preferably two inches. Black ink should be used if the book has a light cover. This number should be covered with thin white shellac to prevent rubbing.

12302. CATALOGING

Paragraph C-9601 of the *Bureau of Naval Personnel Manual* requires that large ships and stations maintain a card index for the book collection to include an author file and a title file of books, and a classified file of non-fiction.

12303. CATALOG RECORDS

(a) *General Instructions*—The use of standard 3 by 5 catalog cards is recommended. The cards should be typed if possible. Attention should be paid to spacing so that cards present a uniform, and neat appearance.

(1) The author's name is always inverted. The surname, being first, should always begin at the same distance (8th space) from the left-hand edge, third line from the top. The title always begins at the same distance (12th space) from the left-hand edge, fourth line from top.

(2) Omit all articles at the beginning of a title, such as "a", "an", and "the".

(b) *Author cards*—The author card should be considered the master card and should contain all necessary information about the book. On the third line from top of card and the eighth space in from left-hand edge type author's name in transposed form as it would appear in a telephone book, e. g. Doe, John. On fourth line (line below author's name) and the twelfth space from left-hand edge type title of book. Library classification number for nonfiction is placed in upper left-hand corner of card. The record of source from which book was obtained; e. g. Bureau of Naval Personnel, gift, etc. and date received should be typed on card. There is only one author card made for each book. If a second copy is received enter "copy 2" on author card. The final disposition of any book, e. g. if lost and paid for, surveyed, transferred to another ship, or otherwise disposed of, should be shown on the author

card. Arrange author cards alphabetically by the author's last name.

(c) *Title cards*—For the title file the title of the book is typed on the third line from top and the twelfth space from left-hand edge. The author's name on line below the title and the eighth space in from the edge. Omit the articles at the beginning of a title such as "a", "an", and "the". Title cards are arranged alphabetically by the first word in the title.

(d) *Classified subject cards*—These cards are duplicates of the author cards for nonfiction, except that they need contain no information other than author, title, and classification number. Arrange in numerical order according to the classification number. It is well to insert guide cards giving classification number and subject, e. g.:

327—International Relations

340—International Law

355—Military Science

359—Naval Science

12304. SHELVING

Fiction should be arranged alphabetically according to last name of author. Nonfiction should be arranged in the numerical order of the classification numbers.

12305. RECORDS OF LOANS

Paragraph C-9601 of the *Bureau of Naval Personnel Manual* also requires a record of all books loaned. For this purpose, book cards and book pockets (NavPers 140 and 141) are available at District Publications and

Printing Offices. All books except the encyclopedia, atlas, and dictionary should be provided with a pocket pasted inside the back cover of the book and a book card which contains the author's name, the title, and the classification number (if nonfiction). The card is kept in the book pocket when the book is on the shelf. When a book is loaned, the card is retained in the library as a record of who has the book. Therefore, the card should be removed from the book and the date and the name of the borrower written on it. The date loaned should be placed on the back fly leaf of the book. Cards should be counted periodically and a record kept of the number of books loaned. The cards should then be filed alphabetically by the author's last name. In order to ascertain when books are overdue, and to send reminders of overdue books, book cards are filed by date. For small libraries this may be a weekly rather than a daily record. The librarian and officer in charge of the library should insist upon the prompt return of all books so that everyone may have equal opportunity for reading. Notices of books overdue should be sent either to the division officer or the individual having the book.

12306. REPORTS

It is desirable for the individual ship or station to keep a record of the books received and loaned, and of progress of desired improvements. Frequent analysis of these loan records will help to determine the special needs and interests of personnel using the library.

CHAPTER 12. CHAPLAINS AND RELIGION

SECTION 1. THE CHAPLAIN CORPS

C-12101. ADMINISTRATION OF THE CHAPLAIN CORPS

(1) The Chaplain Corps is administered by the Chaplain's Division of the bureau of Naval Personnel described in article A-1132. The Chief of Naval Personnel assigns officers of the Chaplain Corps to billets and duty stations.

C-12102. THE CHAPLAIN'S MANUAL

(1) A Chaplain's Manual (NavPers-15664) is

published by the Bureau of Naval Personnel. It covers in greater detail the regulations and directives outlined in this chapter. The Chaplain's Manual shall have the same force and effect as orders issued by the chief of Naval Personnel, but in no way alters or amends any provision of Navy Regulations, Navy Department General Orders, or of the Bureau of Naval Personnel Manual.

SECTION 2. RELIGION

C-12201. OBSERVANCE OF THE SABBATH

(1) As specified in United States Navy Regulations it is the commanding officer's responsibility in commands to which chaplains are attached to cause divine services to be held on Sundays whenever the weather and other circumstances allow it to be done and otherwise to provide for the observance of Sunday.

(2) Members of the naval service, however, whose strong religious convictions require them to observe some day other than Sunday as their Sabbath, and to refrain on their Sabbath from any but the most essential work are entitled to respect for their religious convictions. To the extent that military conditions permit, personnel who celebrate the Sabbath on a day other than Sunday will be afforded opportunity to observe the requirements of their religious principles, and should normally be excused from duty on that day to the same extent that other personnel are excused on Sunday. In all such cases they will be required to perform full duty on Sunday in order that their religious beliefs will not result in lesser or lighter duty than performed by other enlisted persons. Decision as to whether or not work is essential will be the prerogative of the commanding officer.

C-12202. DUTIES IN GENERAL OF ALL CHAPLAINS

(1) The chaplain, when assigned, shall be detailed to duty directly under the Executive Officer, or if appropriate, the Chief of Staff. This and the chaplain's responsibility for religious activities are specified by U. S. Navy Regulations, Article 0807. The intent of this article is to provide a place of maximum effectiveness in command organizations for the staff functions of chaplains, district chaplains and staff chaplains, as special advisors and assistants to their respective commanding officers or commanders on matters related to religion and religious welfare. (Change No. 27)

(2) As provided by section 1397 of the Revised

Statutes, the chaplain shall conduct public worship according to the manner and form of his own church, and on occasions requiring it he may wear the vestments of the church to which he belongs. See also United States Navy Uniform Regulations.

(3) Chaplains attached to commands visiting foreign countries shall furnish their commanding officers with information to assist in paying proper respect to the religious institutions and customs of the foreign countries visited as required by United States Navy Regulations.

C-12203. DUTIES OF FLEET AND FORCE CHAPLAINS

(1) In discharging the general duties outlined in article C-12202 fleet and force chaplains shall perform the following specific duties:

(a) Inspect the work of the chaplains at frequent intervals.

(b) Advise, counsel, and offer suggestions to the chaplains of the fleet concerning their work.

(c) Arrange for services in commands that do not carry chaplains and for interchange of chaplains of different faiths so as to provide services for all.

(d) Assist the fleet training officer in coordinating the training of chaplains in the fleet program of the Naval Reserve training.

(e) Call frequent meetings of chaplains of the fleet for conference, discussion, and adjustment of the matters pertaining to their work.

(f) Make a written report at the end of each quarter to the Chief of Naval Personnel concerning the chaplains and their work.

(g) Keep the force or fleet public information officer informed of chaplains' activities of public interest. Work closely with the churches and community groups in order to develop public awareness of religious activities in the Navy. (Change No. 27)

C-12204. DUTIES OF DISTRICT CHAPLAINS

(1) In discharging the general duties outlined in article C-12202 district chaplains shall perform

under the direction of the commandant the following specific duties in ecclesiastical matters pertaining to the district concerned:

(a) Be responsible for religious services and a spiritual ministry being provided for naval personnel on duty in the district, especially for those at naval activities without chaplains.

(b) Act as liaison for the Navy with civilian religious organizations and institutions.

(c) Visit naval activities in the district at frequent intervals, advising and counseling chaplains in the district concerning their work and offering what assistance he may to commanding officers who have no chaplains to provide a religious ministry for their personnel.

(d) Call conferences of chaplains of the district for discussion of problems and coordination of their work.

(e) Assist the chaplains in meeting their problems through correspondence and a monthly letter, collecting and disseminating to them information pertinent to their professional duties.

(f) Evaluate for detailing purposes the favorable professional qualifications in primary and collateral duties of chaplains in the district, and include such information in quarterly reports (via official channels) to the Chief of Naval Personnel (attention Chief of Chaplains).

(g) Maintain liaison with Navy Relief, Red Cross, and other local welfare and recreational organizations that render service to naval personnel and their dependents.

(h) Assist the officer in charge of officer procurement in matters concerning applicants for the Chaplain Corps.

(i) Keep the district public information officer informed of chaplains' activities of public interest. Work closely with the churches and community groups in order to develop public awareness of the religious activities in the Navy. (Change No. 27)

(j) Maintain adequate and complete records, statistics, and files of all activities, religious and secular, pertaining to the district chaplain's work.

(k) Cooperate with chaplains of the Army and Air Forces in coordination of divine services and common use of chapel facilities where feasible. This shall be done in the spirit of the National Defense Act.

(l) Perform collateral duties as assistant to the district director of Naval Reserve and district director of training in coordinating the administration and training of personnel of the Reserve component of the Chaplain Corps.

(m) Keep informed of available training duty for inactive Reserve chaplains. Process all training duty requests from chaplains of the Naval Reserve and nominate personnel for such active training duty.

(n) Maintain complete records concerning religious affiliation and standing of all Reserve chaplains on inactive duty residing within the district.

(o) Call conferences for Reserve chaplains when feasible; and keep these chaplains regularly informed through chaplains' news letters, etc., of all general matters of interest to the Chaplain Corps.

C-12205. DUTIES OF CHAPLAINS ATTACHED TO SHIPS OR STATIONS

(1) In discharging the general duties outlined in article C-12202 each chaplain attached to a ship or station shall perform the following specific duties:

(a) Be responsible for the performance of divine services on all appropriate occasions. (Change No. 27)

(b) With the approval of his commanding officer and the command to be visited or when required by the senior officer present, he may conduct divine services for other commands. (Change No. 27)

(c) Facilitate performance of divine service by clergymen of churches other than his own as directed by his commanding officer.

(d) Form voluntary classes for religious instruction as directed by the commanding officer.

(e) Visit the sick daily or oftener unless their condition renders these visits inadvisable.

(f) At quarters, report to his battle station as directed by the commanding officer, who shall assign the chaplain a station whereat he may attend the wounded.

(g) At daily quarters, report his presence aboard to the executive officer.

(h) Report annually to the Secretary of the Navy (via official channels), as required by section 1398 of the Revised Statutes, all official services performed by him.

(i) Conduct public worship according to the manner and forms of his own church as authorized by section 1397, Revised Statutes.

(j) Call at the homes of men whose families reside in the vicinity of the ship in cases of sickness, death, or other emergency. In addition to emergency calls, he shall make such calls on families when occasions offer as he may deem desirable for the development of a sense of interest by the command in the welfare of the men and of their families.

(k) Visit the brig at regular intervals.

(l) Keep the public information officer informed of chaplains' activities of public interest. Work closely with local churches and religious groups in foreign and U. S. communities in order to develop public awareness of the religious activities in the Navy. (Change No. 27)

C-12206. REPORTS AND RECORDS TO BE SUBMITTED BY CHAPLAINS (Change No. 23)

(1) Annual reports (BUPERS 1743-2)--The chaplain's annual report to the Secretary of the Navy shall be forwarded via official channels and the Chief of Naval Personnel (Chaplains Division) Navy Department, Washington 25, D. C.,

with an information copy to the fleet, force, or district chaplain, as appropriate. It should be placed in the mail not later than 10 January. A chronological resume of regular and collateral duties performed should be included. The annual statistical report should include the items reported quarterly on Form NavPers-374 and be submitted as an enclosure to the basic narrative report.

(2) Quarterly reports (BUPERS 1743-1).--A

quarterly report shall be submitted by all fleet, force, and district chaplains to the Chief of Naval Personnel (Chaplains Division) and shall include as an enclosure a summary of the quarterly reports received from the unit chaplains, submitted on NavPers-374.

(3) Quarterly reports.--A quarterly report shall be made on Form NavPers-374 by each unit chaplain and forwarded via official channels to his fleet, force, or district chaplain.

SECTION 3. BURIAL AT SEA

C-12301. OUTLINE OF CEREMONY FOR BURIAL OF THE DEAD AT SEA

(1) The ceremony of burial of the dead at sea should be followed in all ships of the United States Navy in cases when burial at sea is authorized. See article C-9808(2) concerning such authorization. The services may be read by the commanding officer, or an officer designated by him when a chaplain of appropriate faith is not available.

(2) The following steps comprise the ceremony of burial of the dead at sea:

(a) Station firing squad, body bearers, and bugler.

(b) Officers' call. Pass word "All hands bury the dead." (The ship should be stopped, if practicable, and colors displayed at half-mast.)

(c) Assembly.

(d) Adjutant's call. (A dirge should be played by the band while forming in massed formation.)

(e) Bring the massed formation to parade rest.

(f) Burial service.

1. The Scripture (parade rest).

2. The Prayers (parade rest, heads bowed).

3. The Committal (hand salute).

4. The Benediction (parade rest, heads bowed).

(g) Fire three volleys (hand salute).

(h) Taps. Two-block colors; resume course and speed at the last note of taps (hand salute).

(i) Encasing of the flag (attention).

(j) Retreat.

(3) Honors given during the ceremony are prescribed in United States Navy Regulations.

(4) Officers in the funeral procession and pallbearers shall wear the mourning badge on the left arm and sword hilt.

(5) Any parts of the service may be omitted as necessary except that the committal should be said if at all possible.

C-12302. PREPARATIONS FOR THE SERVICE

(1) There are two component parts of the ceremony of burial of the dead at sea--the religious, and the military. The reading of the Scripture and prayers, the committal, and the benediction constitute the religious part and may be performed by the clergy, but all else are performed by the military.

(2) For burial at sea the remains are encased by being tightly sewn in canvas weighted at the foot. The encased remains are then temporarily lashed on a board of suitable length and width which may be fitted with cross battens underneath, to serve as handles, and low side boards. The whole is then covered with the national flag whose union is placed at the head and over the left shoulder. When draped with the national ensign the cap and sword of the deceased are not displayed thereon.

(3) Eight body bearers (with leggings and neckerchiefs) form according to height on both sides

of the casket. Below decks, while not carrying the body, body bearers will uncover. At all other times they remain covered. The body is always carried feet first.

(4) The selected place for committal is cleared and rigged so that when the body is brought on deck it may be placed securely on a stand, if necessary, with feet outboard at right angles to and extending over the side for launching.

(5) "Attention!" is sounded on the bugle or passed by word of mouth as the body bearers, preceded by the chief police petty officer, bring the body on deck. Those in sight stand at attention and execute the hand salute as the cortege passes to the place selected for the committal. When the remains have been so placed the hand salute is terminated by those in sight, and a sentry is posted unless the burial service is to follow immediately.

(6) A chief petty officer is designated to take charge of the firing squad of eight riflemen. The chief police petty officer directs the body bearers during the service until the flag is encased and delivered to the commanding officer.

(7) Those of the ship's company assembled for the burial service are to conform to the commands given to the firing squad whether or not they are separately commanded.

C-12303. THE BURIAL SERVICE

(1) When the ship's company has been assembled (massed formation) and has been brought to parade rest, the burial service is begun and read through to the end of the prayers contained in article C-12305 to C-12307. During prayers the assemblage remains covered but with bowed heads. After the conclusion of the prayers, if not included elsewhere in the service, it is fitting that the name of the deceased be mentioned. Upon conclusion of the prayers the body bearers are to cast off lashings. They should hold the body and national ensign in place by hand as may be necessary before the reading of the committal. Committals are contained in articles C-12305 to C-12307.

(2) When these preparations have been completed and all is in readiness, "attention!" is sounded. The command "Firing squad, present arms!" (ship's company hand salute) is given, and the reading of the committal is commenced. When the indicated word of the committal is read, the body bearers tilt the board until the body slides along it, under the national ensign, overboard into the sea. As it goes, the body bearers retain the board and the national ensign on board, and stand fast.

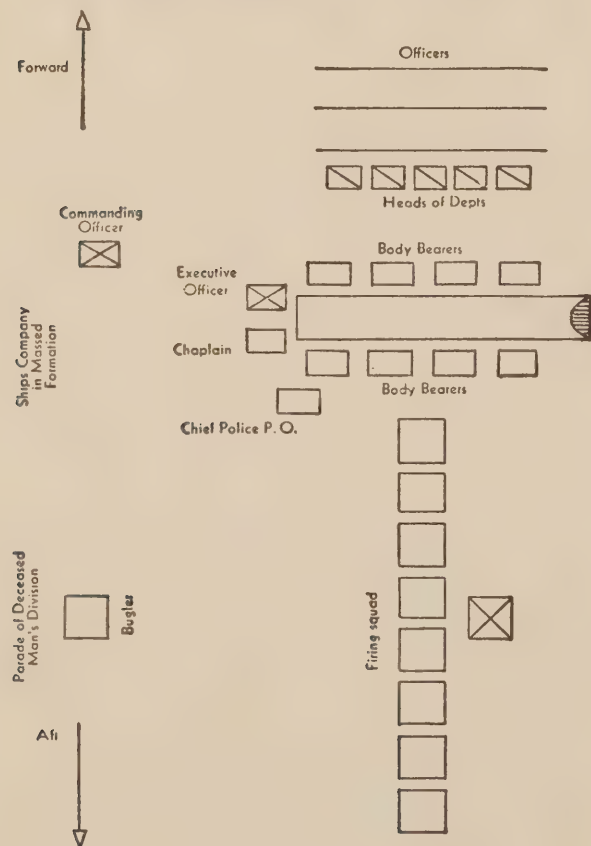
(3) The commands "Firing squad, order arms! Parade rest!" are given and all hands bow their heads. The benediction is pronounced. Then follow the commands "Firing squad, attention! Fire three volleys!" (Ship's company, hand salute and remain so until the last note of "taps.")

"Ready, aim, fire! Aim, fire! Aim, fire!" After the last volley the firing squad remains at the ready position, pieces locked, until the conclusion of taps. The bugler who has taken station, behind the center of the firing squad, salutes, sounds "taps," and salutes.

(4) Upon completion of "Taps," the firing squad is brought to order arms. The body bearers encase the national ensign by folding twice along the long axis of the flag. The blue field is kept to the outside. Beginning at the fly end (away from the blue field), the flag is folded in triangular fashion until completely folded with only the blue field showing. It is then presented by the Chief Petty Officer to the Commanding Officer, who receives it in behalf of the next of kin. (Change No. 27)

(5) After the commanding officer has received the flag and has departed, the command "Parade rest!" is given, and when all have assumed it, the details (firing squad and body bearers) are brought to attention, formed, and marched away. When they are clear, the ship's company is brought to attention and returned to division parades while the band plays a march. When all divisions are formed at their parades, the ceremony is over and "retreat" is sounded.

C-12304. DECK PLAN FOR BURIAL OF THE DEAD AT SEA



C-12305. BURIAL SERVICE FOR A PROTESTANT

(1) During the procedure in article C-12303, if for a person of Protestant faith, the commanding officer or other person appointed by him shall stand near the body and face in such a way that he will be heard by all present, and may read all or part of the following:

(2) The Scripture.--(a) God is our refuge and strength, a very present help in trouble. Therefore will we not fear, though the earth do change, and though the mountains be shaken into the heart of the seas. For this God is our God forever and ever: He will be our guide even unto death.

(b) Followed by the Scripture lesson: If God be for us, who can be against us? He that spared not his own Son, but delivereth him up for us all, how shall he not with him also freely give us all things? Who is he that condemneth? It is Christ that died, yea rather, that is risen again, who is even at the right hand of God, who also maketh intercession for us. Who shall separate us from the love of Christ? Shall tribulation, or distress, or persecution, or famine, or nakedness, or peril, or sword? Nay, in all these things we are more than conquerors through him that loved us. For I am persuaded that neither death, nor life, nor angels, nor principalities, nor powers, nor things present, nor things to come, nor height, nor depth, nor any other creature, shall be able to separate us from the Love of God, which is in Christ Jesus our Lord. (Romans 8.)

(3) The Prayers.--(a) O God, whose days are without end, and whose mercies cannot be numbered, make us, we beseech Thee, deeply sensible of the shortness and uncertainty of human life; and let Thy Holy Spirit lead us in holiness and righteousness all our days: that, when we have served Thee in our generation, we may be gathered unto our fathers, having the testimony of a good conscience; in the communion of the Christian Church; in the confidence of a certain faith, in the comfort of a reasonable, religious and holy hope; in favor with Thee our God, and in perfect charity with the world; All which we ask through Jesus Christ, our Lord. Amen.

(b) And/or: (NOTE.--This is appropriate for use alone or with any other prayer.)

O God, we pray Thee that the memory of our comrade, _____, fallen in battle, may be ever sacred in our hearts; that the sacrifice which he has offered for our country's cause may be acceptable in Thy sight; and that an entrance into Thine eternal peace may, by Thy pardoning grace, be open unto him, through Jesus Christ our Lord. Amen.

(c) Conclude with the Lord's Prayer by all hands.

(4) The Committal.--Unto Almighty God we commend the soul of our brother departed, and we commit his body to the deep;* in sure and certain hope of the resurrection unto eternal life, through our Lord, Jesus Christ. Amen.

*Tilt the board and release the body into the sea.

(5) The Benediction.--The Lord bless thee and keep thee, the Lord make His face to shine upon thee and be gracious unto thee, the Lord lift up the light of His countenance upon thee, and give thee peace. Amen.

C-12306. BURIAL SERVICE FOR A CATHOLIC (Change No. 27)

(1) During the procedure in article C-12303, if for a person of Catholic faith, the commanding officer or such person as appointed by him shall stand near the body and face in such a way that he will be heard by all present, and may read all or part of the following:

(2) The Scripture.--Out of the depths I cry to Thee, O Lord; Lord, hear my voice! Let Thine ears be attentive to my voice in supplication. If Thou, O Lord, dost mark iniquities, Lord, who can stand? But with Thee is forgiveness, that Thou mayest be revered. I trust in the Lord; my soul trusts in His word. My soul waits for the Lord more than sentinels wait for the dawn. More than sentinels wait for the dawn, let Israel wait for the Lord, for with the Lord is kindness and with him is plenteous redemption; and he will redeem Israel from their iniquities. (Psalms 29)

Martha therefore said to Jesus, "Lord, if Thou hadst been here my brother would not have died. But even now I know that whatever Thou shalt ask of God, God will give it to thee." Jesus said to her, "Thy brother shall rise." Martha said to him, "I know that he will rise at the resurrection, on the last day." Jesus said to her, "I am the resurrection and the life; he who believes in me, even if he die, shall live; and whoever lives and believes in me, shall never die. Dost thou believe this?" She said to him, "Yes Lord, I believe that Thou art the Christ, the Son of God, who hast come into the world." (St. John 11)

(3) The Prayers.--(a) O God, the Creator and Redeemer of all the faithful, hear our supplications and through Thy infinite love and mercy graciously grant to the soul(s) of Thy servant(s) departed the remission of all his/their sins, by which he/they may have deserved the severity of Thy justice and punishments in the world to come. Vouchsafe to him/them grace and mercy before Thy tribunal and let him/them attain to everlasting rest and happiness through the infinite merits of Jesus Christ. Amen.

(b) The following must always be read: Our Father, Who are in heaven, hallowed by Thy name; Thy kingdom come; Thy will be done on earth, as it is in heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen.

Hail, Mary, full of grace, the Lord is with thee. Blessed art thou among women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

May he rest in peace. Amen.

(4) The Committal.--O Lord, we commend to Thee the soul(s) of Thy servant(s) ----- (first name(s) only), that, having departed from this world, he/they may live with Thee. And by the grace of Thy merciful love, wash away the sins that in human frailty he/they committed in the conduct of his/their life/lives. Through Christ our Lord. Amen.

Come to his/their aid, O saints of God; hasten to meet him/them, angels of the Lord; Taking up his/their soul(s), presenting it/them in the sight of the Most High. May you be received by Christ, Who has called you; and may the angels bring you into the bosom of Abraham.*

(5) The Benediction.--Eternal rest grant to him/them, O Lord. And let perpetual light shine upon him/them. May he/they rest in peace. Amen. May his/their soul(s) and the souls of all the faithful departed, through the mercy of God rest in peace. Amen.

C-12307. BURIAL SERVICE FOR A JEW

(1) During the procedure in article C-12303, if for a person of Jewish faith, the commanding officer or such person as appointed by him shall stand near the body and face in such a way that he will be heard by all present, and may read all or part of the following:

(2) The Scripture.--I will lift up mine eyes unto the mountains from whence shall my help come? My help cometh from the Lord, who made heaven and earth. He will not suffer thy foot to be moved; He that keepeth Israel doth neither slumber nor sleep. The Lord is thy keeper; the Lord is thy shade upon thy right hand. The sun shall not smite thee by day, nor the moon by night. The Lord shall keep thee from all evil, He shall keep thy soul. The Lord shall guard thy going out and thy coming in, from this time forth and forever.

O Lord, what is man that Thou are mindful of him and the son of man that Thou takest account of him? What are we? Do we not all seem as vanity, as a shadow that passeth away? In the morning we flourish and grow up, in the evening we are cut down and withered. Thou turnest all men to contrition and sayest unto us: Return ye children of men!

O, that we had wisdom and understanding and realized that when we die we take nothing with us; we do leave much behind. Mark the perfect and behold the upright for theirs is the way of peace. Thou, O Lord, redeemest souls of Thy children and none who serve Thee and love their fellowmen will be forsaken.

O Lord, help us to find in these ancient yet ever new sentiments, the realization that through our tears we can reach to truth, through the darkness of our sorrow venture toward the light of hope, and through our anguish attain to the great adventure of perfect faith in Thee and Thy wisdom. Love is stronger than death. Though we surrender dust unto dust, through the majesty and might of our love, life will abide with life.

*Tilt the board and release the body into the sea.

Take unto Thyself our comrade who has given of his love to this our great country. And let the words of our mouths express the meditations of our hearts.

(3) The Prayers.--O God, full of compassion, Thou who dwellest on high! Beneath the sheltering wings of Thy presence, among the holy and pure who shine as the brightness of the firmament, grant perfect peace unto the soul of-----, who has gone unto eternity. Lord of mercy, bring him under the cover of Thy wings, and let his soul be bound up in the bond of eternal life. Be Thou his inheritance, and may his repose be peace. Amen.

(4) The Committal.--Into Thy hands, O Lord, we commend the soul of Thy servant departed, now called unto eternal rest, and we commit his body to the deep.*

(5) The Benediction.--The Lord bless thee and keep thee, the Lord make His face to shine upon thee and be gracious unto thee, the Lord lift up the light of his countenance upon thee, and give thee peace. Amen.

C-12308. PROCEDURES FOR BURIAL AT SEA ON OCCASIONS REQUIRING THE COMMITTAL OF ASHES

(1) In cases where the remains have been cremated and the receptacle containing the ashes has been received on board for burial at sea, the following procedures will govern:

(2) If the receptacle is to be opened and the ashes scattered at the time of committal, a small table or stand should be securely rigged beforehand at the selected place (lee side) for the committal. The receptacle will be placed on this table or stand during the reading of the service. The executive officer or some other officer appointed by the commanding officer will assume responsibility for opening the receptacle and scattering the ashes at the appropriate time during the committal ceremony.

(3) If the receptacle together with the ashes are to be committed, a small platform should be constructed and rigged, so that during the service, the receptacle may rest thereon and from it be launched at the time of committal by tilting the in-board end of the platform, thus permitting the receptacle and ashes to slide overboard into the sea.

(4) The ashes received for committal at sea will usually be accompanied by floral tributes,

which may be used to surround the receptacle and cover the platform or table on which it rests during the service. The flowers may be permitted to slide overboard with the cremated remains or be tossed into the sea by the flag bearers, after the receptacle has been launched or the ashes have been scattered.

(5) For all phases of the funeral where the cremated remains are carried by hand, one enlisted man will be detailed to carry the receptacle containing the ashes.

(6) Four enlisted men will be detailed as flag bearers and will serve in place of the eight body bearers otherwise required. The flag bearers will follow the bearer of the receptacle as it is brought on deck and carried to the place of committal. The flag will be folded as prescribed in the Landing Party Manual, and will be carried by the leading flag bearer on the right.

(7) The folded flag will be placed on the platform or stand beside the cremated remains during the reading of the service. It will be picked up and held folded by the flag bearers during the committal of the ashes to the sea.

(8) For all other phases of the funeral, the ceremony will proceed in accordance with articles C-12301 to C-12307 of this Manual; the word "casket" or "body" being construed to mean the receptacle containing the ashes.

(9) The following Office is an appropriate substitute for the words of committal appearing in C-12305 (4) and C-12307 (4):

Almighty God, in whose eternal keeping are the souls of those who love thee; we commit these ashes of the body of our brother (as appropriate) departed to the elements (or the deep, or their resting place);** in sure and certain faith that he doth now live in the life that is hereafter; and praying that Thou wilt have mercy upon his soul, and that Thou will grant unto him Thy love and Thy peace forevermore.

(10) In the matter of scattering ashes at sea, it is believed worth while to mention that cremation does not reduce a body to a fine ash and frequently there are remnants that do not lend themselves to scattering from a receptacle, unless the receptacle has apertures of sufficient size to permit large remnants to pass out freely. The degree of cremation can only be ascertained by examination. The receptacle, therefore, should be closely examined prior to the funeral service.

*Tilt the board and release the body into the sea.

**Here the ashes are scattered or the receptacle is released into the sea.

Chapter 13

WELFARE AND RECREATION

Sec.	
13100. THE CHAPLAIN'S RELATION TO WELFARE AND RECREATION	
13200. FUNDS AVAILABLE	

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SECTION 13100—THE CHAPLAIN'S RELATION TO WELFARE AND RECREATION

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13101. COLLATERAL DUTIES OF CHAPLAINS

Within the limits set forth by paragraph 2601, *Chaplain's Manual*, chaplains can be useful and helpful in the promotion of activities of a secular nature pertaining to the welfare, and the morale of the command to which they may be attached. Such assistance is recommended as is consistent with the full discharge of their primary religious duties.

13102. SPECIAL SERVICES OFFICERS

Most naval districts and many commands within the districts have one or more officers assigned to duty

whose special concern is welfare and recreation. Chaplains ashore and afloat will find that these officers can provide helpful advice and a wide variety of services.

13103. SPECIAL WELFARE AND RECREATIONAL CONCERNS OF CHAPLAINS

The following represent a few of the possible collateral interests of a chaplain insofar as the welfare and recreation of personnel are concerned: happy hours, sight-seeing parties, books and magazines, ships' newspapers, games, information and guidance regarding recreational opportunities during liberty hours. Special interests and abilities may extend his concern and effort in many other directions.

SECTION 13200—FUNDS AVAILABLE

	Paragraphs
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13201. GENERAL

The regulations and procedure governing the use of any of the funds referred to in the following paragraphs are subject to change or revision. Since this *Manual* for Chaplains is not intended to be a source book of current information in fields of only occasional or indirect concern to chaplains, it is recommended that supply or disbursing officers be consulted when there is need to request an expenditure from an official Navy fund.

13202. APPROPRIATED RECREATION FUNDS

A limited amount of appropriated funds are made available by the Congress for welfare and recreational

purposes from the appropriation, "Navy Personnel, General Expenses." The use of these funds is restricted and they may be expended only upon authorization, in the form of an allotment, by the Bureau of Naval Personnel.

13203. NONAPPROPRIATED RECREATION FUNDS

Nonappropriated recreation funds for the Navy and Marine Corps are authorized by article 1975 of *Navy Regulations*, 1948. For Naval Ships and Stations, these funds must be expended and accounted for in accordance with directives issued by the Chief of Naval Personnel. (Bureau of Naval Personnel Circular Letter No. 68-49, *Navy Department Bulletin* 49-319.) For Marine Corps units, such information is contained in the *Marine Corps Manual*.

13204. CHAPEL FUNDS

Consult *Chaplain's Manual*, section 4800.

SECTION 13300—SOURCES OF SUPPLY FOR SERVICES AND EQUIPMENT

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Civilian and commercial sources.....	13302

13301. NAVY SOURCES

The Navy has available only limited funds for providing welfare and recreation services and equipment. These are all centrally controlled by the Bureau of Naval Personnel, and in general are not available for local use. Some items, such as books and movie projection equipment, can be supplied without charge. Most naval districts have been assigned a district Special Services Officer who will assist naval vessels in port for short periods to procure recreation equipment. Consult *Navy Standard Stock Catalogue*—Class 37, also BuPers-BuSandA joint ltr. of 17 January 1951 (*Navy Department Bulletin*, 51-73).

13302. CIVILIAN AND COMMERCIAL SOURCES

The Navy assumes full responsibility for meeting the welfare and recreational needs of naval personnel in all commands. That responsibility is vested with the Chief of Naval Personnel (Commandant of Marine Corps for Marine Corps personnel). Funds for the support of the program are available from two sources—those appropriated by the Congress and certain non-appropriated funds under the control of the Chief of Naval Personnel. The Bureau does not approve of requests, official or unofficial, by Navy activities to agencies or individuals for the supplying of recreational and welfare equipment, funds or services to personnel which normally can be supplied through Navy sources (*Bureau of Naval Personnel Manual*, C-9401).

SECTION 13400—SHIP AND STATION NEWSPAPERS

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Authority.....	13401
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13401. AUTHORITY

Consult *Bureau of Naval Personnel Manual* C-9701, C-9705; also, Secretary of Navy Letters of 1949 (*Navy Department Bulletin* 49-794) and 28 November 1949 (*Navy Department Bulletin* 49-850)

13402. EDITORIAL SERVICE

(a) Armed Forces Press Service (AFPS) is an activity of the New York Branch Office, Armed Forces Information and Education Division, OSD (641 Washington Street, New York 14, New York). AFPS offers services to assist editors and supervising officers of service newspapers as follows:

(1) Clip Sheets.—Clip Sheets are published weekly and contain art and text which may be included in local service papers. Illustrations appearing in the clip sheets are provided upon request in mat form for letterpress papers and in precut stencil for stencil-duplicating (mimeographed) papers.

For photo offset papers the illustrations may be utilized in the form in which they appear in the clip sheets. When published, AFPS material should carry individual AFPS credit lines.

(2) News Pictures.—Glossy news photographs are airmailed to overseas news periodicals which can utilize them. Requests for this service should include a statement of the reproduction method to be employed.

(3) *Armed Forces Newspaper Editor's Guide*.—An *Armed Forces Newspaper Editor's Guide* is in preparation which will contain technical material to assist individual service editors in the preparation of their newspapers. When published, the *Guide* will be available to all service editors.

(4) Advice to editors.—Armed Forces Press Service is prepared to offer advice on the organization and operation of service newspapers. Detailed critiques of individual service papers are available upon request.

(b) Direct communication between editors and AFPS is authorized on matters contained in subparagraph (a).

Chapter 14

REFERENCE MANUALS AND PUBLICATIONS

Sec.
14100. NAVY DEPARTMENT PUBLICATIONS
14200. GOVERNMENT PUBLICATIONS.

Sec.
14300. PUBLICATIONS REFERRED TO IN THE
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SECTION 14100—NAVY DEPARTMENT PUBLICATIONS

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14101. GENERAL

Regulatory Publications for the Naval Establishment.
Consult article 1201 *Navy Regulations*.

14102. OTHER NAVY PUBLICATIONS

- (a) *Bureau of Naval Personnel Manual* with changes and supplements thereto.
- (b) *Navy Directives Systems* (replacing *Navy Department Bulletins*).—Directives published from time

to time as required. These are current and authoritative sources of information on many matters of direct or indirect concern to chaplains.

(c) *All Hands*—Published monthly. A cumulative index is published from time to time.

(d) *The Navy Chaplains Bulletin* (NavPers 15020) published quarterly and sent by the Chaplains Division to all chaplains.

(e) Ship or station organization (local).

(f) Ship or station orders and regulations (local).

(g) *Naval Training Bulletin*. Published monthly.

(h) *Navy Registers of Commissioned and Warrant Officers of U. S. Navy and U. S. Naval Reserve*.

SECTION 14200—GOVERNMENT PUBLICATIONS

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14201. PUBLICATIONS RELATING TO THE NAVY

Price List No. 63—Navy contains information on publications relating to the subject Navy which are available for sale by the Superintendent of Documents, U. S. Government Printing Office, Washington 25, D. C.

The price list will be forwarded without charge by the Superintendent of Documents.

14202. MISCELLANEOUS GOVERNMENT PUBLICATIONS

(a) *U. S. Government Printing Office Style Manual*. A handy guide for writing, proofreading, editing, and general composition.

(b) The inside cover of *Price List No. 63—Navy* contains descriptions of other lists of Government publications covering a variety of subjects.

SECTION 14300—PUBLICATIONS REFERRED TO IN THE CHAPLAINS' MANUAL

14301.

Frequent reference is made in this *Manual* to NavPers and NavExos forms and publications of the Navy Department. With few exceptions, material available in existing forms and publications has not been repro-

duced in this *Manual*. Chaplains should obtain copies of relevant forms and publications from the nearest district publications and printing office to serve as a supplement to this *Manual*. Many of these and other pertinent publications and letters are on file in the administrative offices of ships and stations.

Chapter 15

REGULATIONS AND DIRECTIVES OF SPECIAL PROFESSIONAL INTEREST TO CHAPLAINS

Sec.
15100. CLAIMS AND COMPLAINTS AGAINST OFFICERS AND MEN
15200. VENEREAL DISEASE
15300. SEPARATIONS FROM THE SERVICE

Sec.
15400. ALCOHOLIC LIQUOR FOR BEVERAGE PURPOSES
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SECTION 15100—CLAIMS AND COMPLAINTS AGAINST OFFICERS AND MEN

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15101. OCCASIONS FOR CHAPLAIN'S CONCERN

Chaplains will be directed from time to time by their commanding officers to investigate the circumstances which result in claims or complaints against officers or men being sent to the command by civilians or business firms. In addition to reporting the results of his interviews with the personnel concerned, he may be asked to prepare the reply for the commanding officer's signature. The chaplain must understand and be fully informed regarding the Navy Department's policy in such cases.

15102. POLICY OF NAVY DEPARTMENT

For cases regarding support of legal dependents, debts, legal and marital disputes, obligations of a business nature, contracts, agreements, etc., on the part of the individuals in the naval service, the Navy De-

partment has outlined and explained its policy with appropriate instructions in the following: BuPers Circular Letter 195-50 dated 14 Dec. '50 (*Navy Department Bulletin* 50-933—Restricted.)

15103. LEGAL ASSISTANCE

Chaplains conducting investigations of circumstances in these matters are reminded that the purpose of the interview should be directed to the determination of the facts and to provide such assistance as may be required in the preparation of a statement by the person against whom the claim or complaint has been made. Legal advice by persons without legal training is dangerous, and chaplains must avoid discussions of legal rights with persons in the naval service who consult them regarding personal and domestic problems. Legal assistance officers are on duty at many of the activities of the Navy, Marine Corps, and Coast Guard; and personnel involved in matters requiring legal assistance should avail themselves of their services. (Consult SecNav letter of 29 March 1951, *Navy Department Bulletin* Jan-June 1951, 51-242, P. 36.)

SECTION 15200—VENEREAL DISEASE

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15201. VENEREAL DISEASES

Instructions and regulations for the prevention, control, and treatment of venereal disease are contained in Navy Department General Order No. 18, section II, paragraph 5, of 13 January 1949; which reads in part as follows:

"All persons in the Naval service shall receive thorough instructions as to the nature and dangers of the

venereal diseases and the treatment therefor, and shall be informed that continence is the only sure means of avoiding infection and that continence is not incompatible with health and the fullest degree of physical and mental vigor.——"

15202. PROSTITUTION

The Navy Department policy regarding repression of prostitution is also contained in General Order No. 18. A part of section I is quoted herewith:

(1) "The control of venereal disease is part of the established policy of the Navy Department in its general

program for the welfare of naval personnel. The repression of prostitution is essential to this control. In accordance with this policy, the following action by all responsible authorities is hereby directed:

(a) All identified houses of prostitution shall be declared out of bounds. Action taken in this connection shall be coordinated by the senior officer present of the naval service with the proper authorities of the other armed services.

(b) Full cooperation shall be given civilian and other government agencies engaged in the repression of prostitution and the elimination of sources of venereal infection.

(c) All practices which can in any way be interpreted as fostering, regulating, or condoning prostitution shall be prohibited.

(2) Whenever the senior officer present considers the efficiency, health or welfare of naval personnel may be adversely affected by prostitution known to exist

within the area under his jurisdiction or adjacent to the forces under his command, he shall either directly or through the Armed Forces Disciplinary Control Board make every reasonable effort to obtain a correction of the conditions by request to the local civil authorities.

(3) Should no adequate and satisfactory corrective measures be effected within a reasonable time, the senior officer present shall forward via official channels to the Secretary of the Navy a report which shall include the following:

(a) A statement of prostitution conditions which are inimical to the efficiency, health, and welfare of his command.

(b) A narrative of the efforts which have been made to cause the local authorities to correct conditions.

(c) A recommendation as to the invocation of the provisions of the Act quoted above, with designation of the specific area or areas involved."

SECTION 15300—SEPARATION FROM THE SERVICE

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15301. RESIGNATIONS

Resignations of officers of the Navy must be submitted in accordance with the provisions of articles

C-10333, C-10335, *Bureau of Naval Personnel Manual*.

15302. DISCHARGES

Discharges from the naval service are made in accordance with the provisions of C-10301 to C-10346; H-6101 to H-6308, *Bureau of Naval Personnel Manual*.

SECTION 15400—ALCOHOLIC LIQUOR FOR BEVERAGE PURPOSES

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15401. PROVISIONS FOR ICE CREAM AND SOFT DRINKS

When alcoholic liquor for beverage purposes is sold at shore establishments under the jurisdiction of the Navy Department in accordance with regulations, the

Secretary of the Navy has directed that: "Appropriate provisions shall be made for a soda fountain serving ice cream and soft drinks in enlisted men's clubs and recreation centers during hours when other beverages are sold." SecNav letter to CinCPacFlt and CinCLantFlt Op21D-jc Serial 3346P21, dated 13 July 1946, paragraph 3.

SECTION 15500—ASSIGNMENT OF OFFICERS' QUARTERS ON BOARD SHIP

15501.

Consult article 1802, *Navy Regulations*.

Addendum

SERVICE WITH U. S. MARINES

1. The purpose of this addendum, in general terms, is to clarify for the chaplain his position and duties when serving with the U. S. Marine Corps and to present pertinent information, data, and directives to assist him in the performance of his ministry among Marine personnel.
 2. The general duties of chaplains shall accord with orders and principles established in *Navy Regulations* 1948, the *Bureau of Naval Personnel Manual* 1948, the *Chaplain's Manual* (NavPers 15664-A rev. 1952), the *Marine Corps Manual* 1949, the *Staff Manual* 1948 (Nav-MC-1022-DEF) and current directives of Commandant, U. S. Marine Corps or higher authorities.
 3. Sections of Regulatory Publications of specific importance in reference to chaplains and their area of responsibility are:
 - a. *Navy Regulations* 1948
 - (1) Section 0709—Spiritual and moral well-being, a command responsibility.
 - (2) Section 0711—Observance of Sunday.
 - (3) Section 0807—The Chaplain.
 - b. *Bureau of Naval Personnel Manual* 1948, part C, chapter 12.
 - c. *Chaplain's Manual* (NavPers 15664-A rev. 1952).
 - d. *Marine Corps Manual* 1949.
 - (1) Paragraph 17103—Libraries (normally under Special Services officer).
 - (2) Paragraph 17104—Periodicals (normally under Special Services officer).
 - (3) Paragraph 10277.3d—Discharge, Persons of unclean habits, etc.
 - (4) Paragraphs 15200-15213—Indebtedness and Complaints.
 - (5) Paragraphs 13000-13064—Casualties.
 - (6) Paragraphs 20362-4—Church pennant.
 - (7) Paragraphs 13100-152—Wartime Casualties, Cemeteries, and Graves Registration.
 - (8) Paragraphs 24450-24452—Ceremonies (including Memorial Services and conduct of funerals (*Chaplain's Manual* 5500)).
 - (9) Paragraph 54423—Equipment, accounting for.
 - (10) Paragraph 54209.1d—Equipment, requisition for.
 - e. *The Staff Manual* 1948.
 - (1) Paragraph 241—Duties of Chaplains.
 - (2) The chaplain may be assigned supervisory responsibilities outside the military chain of command to which he is attached, only by additional duty orders issued by the Bureau of Naval Personnel.
 - f. *The MOS Manual* (NavMC 1008 PD (Rev. 1949)).
 - (1) Chaplain's Assistant, MOS 5243—4th and 5th pay grades.
 - g. *Navy Uniform Regulations* 1947.
 - (1) Section 1-19 Uniform-Naval Personnel Serving with Marine Units.
 - h. BuPers-MarCorps joint letters that bear on Chaplains' activities—particularly *Navy Department Bulletin* 51-113, Elimination of all Punitive Measures in connection with VD control, 1 February 1951; and *Navy Department Bulletin* 51-750, Protection of Moral Standards, 24 October 1951.
- #### 4. DUTIES
- A Chaplain reporting to a Marine command usually is ordered to further report to the Headquarters Company or Squadron of the Command, and he will be carried on the rolls of said company or squadron for all administrative purposes.
- ##### (1) DUTIES IN GENERAL
- The duties of the chaplain as a member of the Special Staff, set forth in section III, paragraph 241 of the *Staff Manual*, are as follows: The Chaplain—
- (a) Advises the Commander and staff in religious and moral activities of the command.
 - (b) Supervises the spiritual welfare of the command.
 - (c) Conducts religious services, including funerals.
 - (d) Gives spiritual ministrations to the sick and wounded.
 - (e) Corresponds with relatives of deceased personnel.
 - (f) Coordinates the religious work of the various welfare agencies.
 - (g) Supervises and coordinates the assignment, training and work of the chaplains of subordinate units.
 - (h) Prepares estimates and allotments of funds for religious activities not specifically charged to other agencies of the Command. /
- ##### (2) DUTIES OF REGIMENTAL, AIR GROUP, OR UNIT CHAPLAINS
- Regimental, Air Group, or Unit chaplains have

the same function in their organization as the Division, Force Troops, or Air Wing Chaplain as pertains to advising commanding officers concerning the religious provisions for their units.

In addition:

- (a) They shall, via chain of command, keep their Supervisory Chaplain informed regarding the adequacy of the religious program and recommend such action as may be necessary to meet the religious needs of their unit.
- (b) They shall participate in the Character Guidance Program in the unit to which they are attached, and, in liaison with their Supervisory Chaplain, furnish these lectures to units not having a chaplain attached.
- (c) They shall perform all the duties applicable for chaplains as defined in Regulatory Publications.

(3) DUTIES OF FORCE, DIVISION, OR WING CHAPLAINS

The Force, Division or Air Wing Chaplain is normally assigned as Force, Division, or Air Wing Chaplain on the Special Staff of the Commanding General. He shall advise and inform his Commanding General in all matters pertaining to religious activities conducted and chaplain personnel assigned within the Force, Division, or Air Wing. He shall further:

- (a) Coordinate the religious activities of all chaplains within the Force, Division, or Air Wing in order to insure that maximum chaplain coverage is given total units.
- (b) Supervise the indoctrination and training of chaplains reporting for training duty with their respective commands and of Indoctrinee and Reserve chaplains reporting for training duty.
- (c) Coordinate the employment of Chaplains in the Character Guidance Program, calling frequent conferences for instruction in and dissemination of techniques, materials in this area of responsibility.

- (d) Insure that all chaplains comply with requirements for such reports as are outlined in the *Bureau of Naval Personnel Manual*, section C-12206 and such other reports as are required of naval personnel.
- (e) Perform general duties as applicable for all chaplains.
- (f) The Force Chaplain shall perform the specified duties of a Force Chaplain as defined in the *Bureau of Naval Personnel Manual* 1948, section C-12203, and such other duties as are applicable for all chaplains.

5. SUPPLY

All items of Chaplains' equipment listed in the *Catalogue of Navy Material* are available to all units and stations of the U. S. Marine Corps to which chaplains are attached. Requests will be submitted by the Organization Supply Officer to the Bureau of Naval Personnel (J13).

- (1) The Force, Division, and Air Wing Chaplains shall procure such portable ecclesiastical equipment, consumable altar supplies, religious literature and materials and report forms as are needed by chaplains serving within the Force, Division, and Air Wing, and shall:
 - (a) Insure that the supply of consumable altar supplies, religious literature and materials and report forms is sufficient at all times for a minimum of six months' emergency operations at full T/O (table of organization) strength.
 - (b) Insure that such portable ecclesiastical equipment is available for distribution to chaplains reporting for duty as would normally be used under average denominational distribution at full T/O strength.
- (2) Each chaplain should consult the table of basic allowances of his own organization for statement of office materials and field equipment furnished to chaplains.

Appendix I

DISPLAY AND USE OF FLAG

The House of Representatives on 15 June 1942 passed House Joint Resolution 303 to codify and emphasize existing rules and customs pertaining to the display and use of the flag of the United States of America. The Judiciary Committee in reporting the bill, said:

The purpose of this joint resolution is to provide an authoritative guide to those civilians who desire to use the flag correctly. It is not intended that anything in the resolution should be construed as discouraging the use of pictures of the flag or of shields suggestive of the flag, or of trade-marks or characteristic insignia of a business.

The use of the flag itself is the sole field of the recommended code set forth in House Joint Resolution 303. The resolution is not intended to cover the field of the use of respectful and patriotic pictures and suggestions of the flag. The text of the measure as passed by the House follows: *Be it enacted, etc.,*

That the following codification of existing rules and customs pertaining to the display and use of the flag of the United States of America be, and it is hereby, established for the use of such civilians or civilian groups or organizations as may not be required to conform with regulations promulgated by one or more executive departments of the Government of the United States.

SEC. 2. (a) It is the universal custom to display the flag only from sunrise to sunset on buildings and on stationary flagstaves in the open. However, the flag may be displayed at night upon special occasions when it is desired to produce a patriotic effect.

(b) The flag should be hoisted briskly and lowered ceremoniously.

(c) The flag should not be displayed on days when the weather is inclement.

(d) The flag should be displayed on all days when the weather permits, especially on New Year's Day, January 1; Inauguration Day, January 20; Lincoln's Birthday, February 12; Washington's Birthday, February 22; *Army Day, April 6; Easter Sunday (variable); Mother's Day, second Sunday in May; Memorial Day (half-staff until noon), May 30; Flag Day, June 14; Independence Day, July 4; Labor Day, first Monday in September; Constitution Day, September 17; Columbus Day, October 12; *Navy Day, October 27; Armistice Day, November 11; Thanksgiving Day, last Thursday in November; Christmas Day, December 25; such other days as may be proclaimed by the President of the United States; the birthdays of States (dates of admission); and on State holidays. *(These special days are now replaced by Armed Forces Day, usually the third Saturday of May.)

(e) The flag should be displayed daily, weather permitting, on or near the main administration building of every public institution.

(f) The flag should be displayed in or near every polling place on election days.

(g) The flag should be displayed during school days in or near every schoolhouse.

SEC. 3. That the flag, when carried in a procession with another flag or flags, should be either on the marching right; that is, the flag's own right, or, if there is a line of other flags, in front of the center of that line.

(a) The flag should not be displayed on a float in a parade except from a staff, or as provided in subsection (i).

(b) The flag should not be draped over the hood, top, sides, or back of a vehicle or of a railroad train or a boat. When the flag is displayed on a motor-car, the staff shall be fixed firmly to the chassis or clamped to the radiator cap.

(c) No other flag or pennant should be placed above or, if on the same level, to the right of the flag of the United States of America, except during church services conducted by naval chaplains at sea, when the church pennant may be flown above the flag during church services for the personnel of the Navy.

(d) The flag of the United States of America, when it is displayed with another flag against a wall from crossed staffs, should be on the right, the flag's own right, and its staff should be in front of the staff of the other flag.

(e) The flag of the United States of America should be at the center and at the highest point of the group when a number of flags of States or localities or pennants of societies are grouped and displayed from staffs.

(f) When flags of States, cities, or localities, or pennants of societies are flown on the same halyard with the flag of the United States, the latter should always be at the peak. When the flags are flown from adjacent staffs, the flag of the United States should be hoisted first and lowered last. No such flag or pennant may be placed above the flag of the United States or to the right of the flag of the United States.

(g) When flags of two or more nations are displayed, they are to be flown from separate staffs of the same heights. The flags should be of approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace.

(h) When the flag of the United States is displayed from a staff projecting horizontally or at an angle from the window sill, balcony, or front of a building, the union of the flag should be placed at the peak of the staff unless the flag is at half staff. When the flag is suspended over a sidewalk from a rope extending from a house to a pole at the edge of the sidewalk, the flag should be hoisted out, union first, from the building.

(i) When the flag is displayed otherwise than by being flown from a staff, it should be displayed flat, whether indoors or out. When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right; that is, to the observer's left. When displayed in a window, the flag should be displayed in the same way; that is, with the union or blue field to the left of the observer in the street.

(j) When the flag is displayed over the middle of the street, it should be suspended vertically with the union to the north in an east and west street or to the east in a north and south street.

(k) When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker.

APPENDIX I—DISPLAY AND USE OF FLAG

When displayed from a staff in a church or public auditorium, if it is displayed in the chancel of a church, or on the speaker's platform in a public auditorium, the flag should occupy the position of honor and be placed at the clergyman's or speaker's right as he faces the congregation or audience. Any other flag so displayed in the chancel or on the platform should be placed at the clergyman's or speaker's left as he faces the congregation or audience. But when the flag is displayed from a staff in a church or public auditorium elsewhere than in the chancel or on the platform it shall be placed in the position of honor at the right of the congregation or audience as they face the chancel or platform. Any other flag so displayed should be placed on the left of the congregation or audience as they face the chancel or platform.

(l) The flag should form a distinctive feature of the ceremony of unveiling a statue or monument, but it should never be used as the covering for the statue or monument.

(m) The flag, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day. By "half-staff" is meant hauling the flag to one half the distance between the top and bottom of the staff. Crepe streamers may be affixed to spear heads of flagstaves in a parade only by order of the President of the United States.

(n) When the flag is used to cover a casket, it should be so placed that the union is at the head and over the left shoulder. The flag should not be lowered into the grave or allowed to touch the ground.

SEC. 4. That no disrespect should be shown to the flag of the United States of America; the flag should not be dipped to any person or thing. Regimental colors, State flags, and organization or institutional flags are to be dipped as a mark of honor.

(a) The flag should never be displayed with the union down save as a signal of dire distress.

(b) The flag should never touch anything beneath it, such as the ground, the floor, water, or merchandise.

(c) The flag should never be carried flat or horizontally, but always aloft and free.

(d) The flag should never be used as drapery of any sort whatsoever, never festooned, drawn back nor up in folds, but always allowed to fall free. Bunting of blue, white, and red, always arranged with the blue above, the white in the middle, and the red below, should be used for covering a speaker's desk, draping the front of a platform, and for a decoration in general.

(e) The flag should never be fastened, displayed, used, or stored in such a manner as will permit it to be easily torn, soiled, or damaged in any way.

(f) The flag should never be used as a covering for a ceiling.

(g) The flag should never have placed upon it, nor on part of it, nor attached to it, any mark, insignia, letter, work, figure, design, picture, or drawing of any nature.

(h) The flag should never be used as a receptacle for receiving, holding, carrying, or delivering, anything.

(i) The flag should never be used for advertising purposes in any manner whatsoever. It should not be embroidered on such articles as cushions or handkerchiefs and the like, printed or otherwise impressed on paper napkins or boxes or anything that is designed for temporary use and discard; or used as any portion of a costume or athletic uniform. Advertising signs should not be fastened to a staff or halyard from which the flag is flown.

(j) The flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning.

SEC. 5. That during the ceremony of hoisting or lowering the flag or when the flag is passing in a parade or in a review, all persons present should face the flag, should render the right-hand salute. When not in uniform, men should remove the headdress with the right hand holding it at the left shoulder, the hand being over the heart. Men without hats merely stand at attention. Women should salute by placing the right hand over the heart. The salute to the flag in the moving column should be rendered at the moment the flag passes.

SEC. 6. That when the national anthem is played and the flag is not displayed, all present should stand and face toward the music. Those in uniform should salute at the first note of the anthem, retaining this position until the last note. All others should stand at attention, men removing the headdress. When the flag is displayed, the salute to the flag should be given.

SEC. 7. That the pledge of allegiance to the flag, "I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation indivisible, with liberty and justice for all", be rendered by standing with right hand over the heart; extending the right hand, palm upward, toward the flag at the words "to the flag" and holding this position until the end, when the hand drops to the side. However, civilians will always show full respect to the flag when the pledge is given by merely standing at attention, men removing the headdress. Persons in uniform shall render the military salute.

SEC. 8. Any rule or custom pertaining to the display of the flag of the United States of America, set forth herein, may be altered, modified, or repealed, or additional rules with respect thereto may be prescribed, by the Commander in Chief of the Army and Navy of the United States, whenever he deems it to be appropriate or desirable; and any such alteration or additional rule shall be set forth in a proclamation.

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